NAVAL SUPPLY SYSTEMS COMMAND

SUP IG Management and Analysis (SIGMA) Application

SIGMA User Manual

Version 3.0

Internet Version

SUP IG MANAGEMENT & ANALYSIS

SIGMA User Manual

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Chapter 1

Welcome to **SIGMA**

This user manual is designed to enable users to quickly become productive using SIGMA to enhance the Command Assessment program via the World Wide Wev (WWW).

Introduction

SIGMA is designed to support Command Assessment evaluations by the Inspector General (IG) for Commander, Naval Supply Systems Command (NAVSUP). Command Assessments report on adequacy; quality; management of personnel, facilities, and resources; and mission performance for each subordinate activity. Each Command Assessment also includes a review of Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO), and NAVSUP items of special interest.

Background

SIGMA contains pre-assessment checklists and command responses; a summary of conditions; major and minor findings and associated recommendations for correcting findings; command feedback on correcting findings; recommendations to improve business practices; and noteworthy accomplishments. Management initiatives submitted by NAVSUP activities to the IG are also included. SIGMA fosters a collaborative approach between the assessed activity and NAVSUP for both preparation and follow-up during the Command Assessment process. The application sorts and displays data by functional area or by site for use as a historical reference of Command Assessments within the NAVSUP claimancy.

Purpose

The purpose of this application is to provide a proactive means for commands to evaluate themselves prior to an IG assessment, to report on findings in a timely manner, and to learn from the positive as well as negative conditions at other commands assessed by the IG. SIGMA provides NAVSUP a cost-effective means to measure command performance.

SIGMA is designed to allow users full application functionality across the globe using existing hardware. There are two ways of accessing SIGMA. The first is via the World Wide Web (WWW), which is the focus of this manual. The second way to access SIGMA is to use Lotus Notes client software. There is a separate user manual describing the use of SIGMA in the Lotus Notes environment. SIGMA provides four major services to its users:

- First, SIGMA serves as a preparation aid for upcoming Command Assessments. IG assessment checklists are provided in SIGMA for command response to NAVSUP prior to the on-site assessment. Commands can also pose questions to the IG to clarify checklist questions or other issues regarding a particular checklist. This provides the IG Team with prerequisite information prior to its on-site arrival.

- Second, SIGMA serves as a reporting and feedback tool for commands after their assessment has been completed, allowing them to update the IG on their progress. Each command's assessment will be posted in SIGMA after its completion. The command will then be able to create Implementation Status Reports against all major findings as required by the IG. Similarly, the command will be able to create Feedback Reports against all minor findings as required by the IG. Once posted, the IG Team can view these reports. The IG can subsequently respond to these reports. Implementation Status Reports, Feedback Reports and subsequent dialog between the comand and the IG Team are visible only to the two parties. Also included are Recommendations to Improve Business Practices which do not require Command response.

- Third, SIGMA serves as "best practices" repository for areas in which a command may have done exceptional work. These areas include:

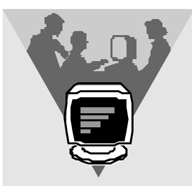
  - Noteworthy Accomplishments
  - Management Initiatives

  This repository is for information purposes only. There is no action required on the part of the command within these areas of the SIGMA application.

- Fourth, SIGMA serves as a trend analysis tool that allows the IG and field activities to pinpoint and monitor systematic problems across the NAVSUP claimancy.

Chapter 2

SIGMA Support and Access



SIGMA Support

Problems or questions regarding the use of SIGMA should be directed to the following:

SIGMA Program Manager

Name: CDR John Pirmann

Phone: (717) 605-7468

Fax: (717) 605-2410

E-Mail: John_C_Pirmann@navsup.navy.mil

SIGMA Facilitator

Name: Dave Bunten

Phone: (703) 679-3413

Fax: (703) 679-3401

E-Mail: dbunten@caci.com

Registering for SIGMA Access

Access to SIGMA is requested via the QUADS Registration system at http://quads.navsup.navy.mil. At the QUADS homepage (Figure 2-1) select **Register for a QUADSSuite Application**. At the next screen select **Register Now** and complete the registration form. You will receive a reply to your request via email within 72 hours.

Figure 2-1 QUADS Homepage

Internet Help

Most browser software packages provide a help function that allows you to search for information on how to navigate on the Internet, including such topics as hyperlinks, Uniform Resource Locators (URLs), bookmarks and the like. See Appendix A for a brief discussion of these topics.

The Netscape Navigator web browser provides a function called "NetHelp." Net Help can be found in the **Help** dropdown menu on the Navigation toolbar and selecting Help contents. . Microsoft Internet Explorer similarly offier Internet Explorer Help, which can be accessed from the **Help** dropdown menu on the Explorer toolbar. Contact your browser software company for further details.

Chapter

3

Quick Start

This chapter is designed to give users an overview of the SIGMA application. A more thorough examination can be found in the remaining chapters of this manual.

Launching **SIGMA** via the WWW

Double click the browser icon from your desktop to launch the application. The opening "splash" screen will appear while the system is initializing. The splash screen transitions to the appropriate browser's Homepage. The Netscape Navigator Homepage is shown in Figure 3.1

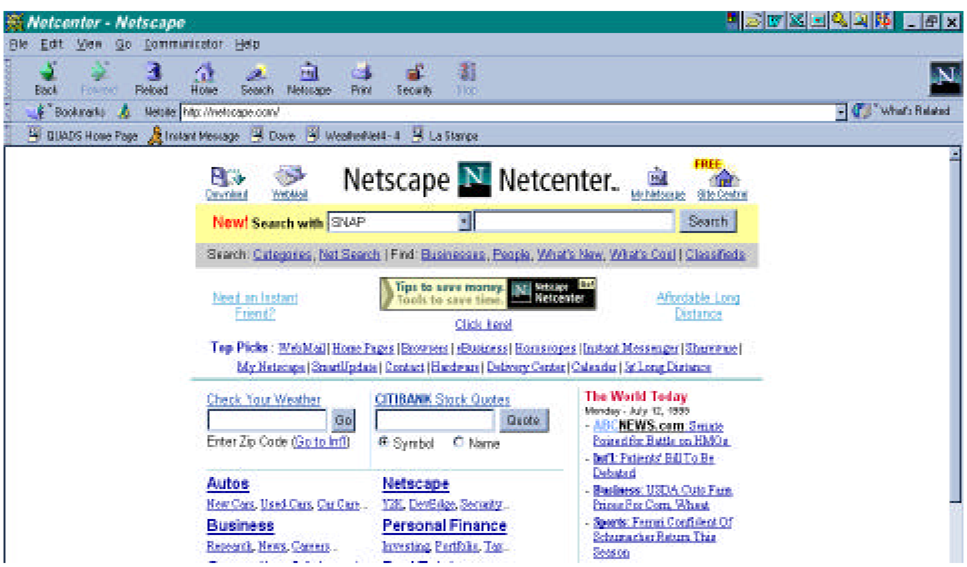


Figure 3-1 Netscape Navigator Homepage

Enter the QUADS Uniform Resource Locator (URL) in the location field across the top of the Homepage, as follows: <http://www.quads.navsup.navy.mil/quadhome.nsf> and press enter. The QUADS Homepage, shown in Figure 3.2, will appear.

QUADS Homepage

The Quality Application and Database Suite (QUADS) Homepage allows you to choose from a variety of different applications. To access, SIGMA, select Assessment Processes from the left scroll down menu.

Figure 3-2 QUADS Homepate

Assessment Processes

The next screen to appear is the Assessment Processes page, shown in Figure 3-3. Select SIGMA to access the SIGMA database.

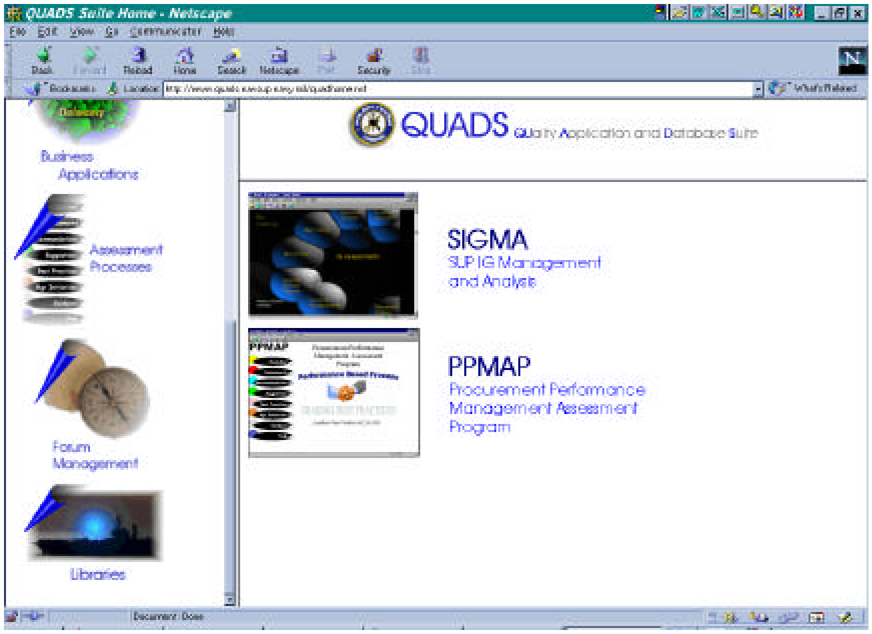


Figure 3-3 Assessment Processes Page

The SIGMA information page, shown in Figure 3-4, includes the database name, purpose, type, status , sponsor, and point of contact. To access the SIGMA database, click on the word SIGMA in the bottom block next to Link to Database. A dialog box appears in the center of the screen prompting you to input your Username and password. After entering the information in the appropriate fields, click the OK button. Note that the Username and Password are "case-sensitive."

If access to SIGMA is repeatedly denied, contact the SIGMA program manager, CDR Pirrman, at (717) 605-7468.

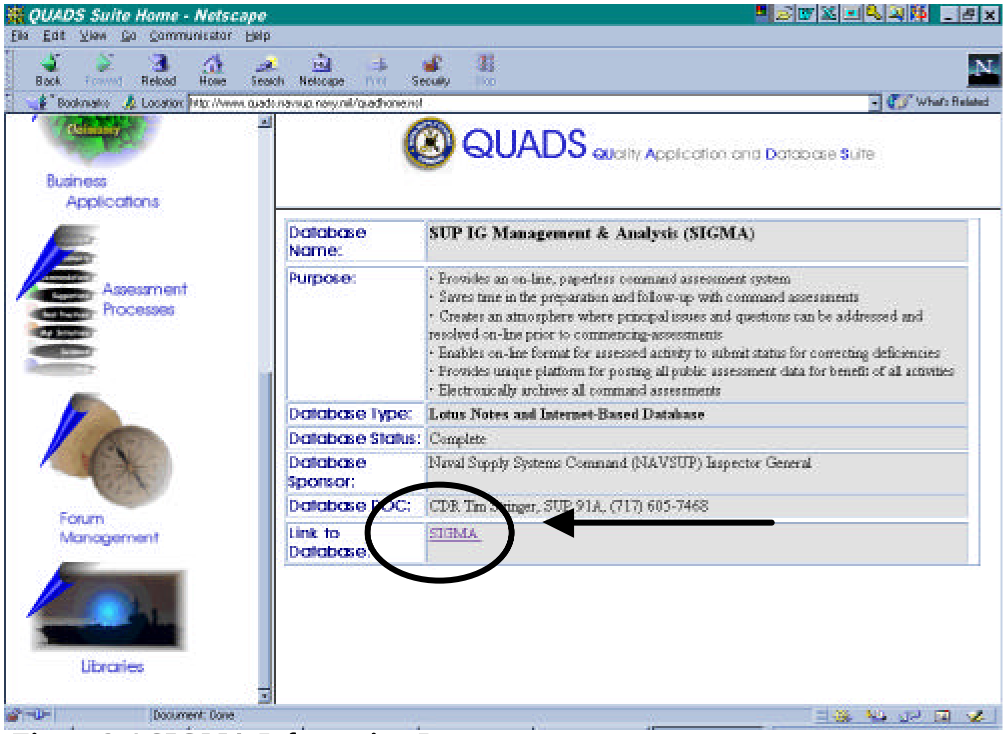


Figure 3-4 SIGMA Information Page

SIGMA Main Navigator

The next screen that appears is the SIGMA Main Navigator, as depicted in Figure 3-5. ***All navigation activities in SIGMA begin at the Main Navigator.*** The SIGMA Main Navigator view is divided into eight distinct areas: Functional Area Index, Assessment Checklists, IG Assessments, Major Findings, Minor Findings, Improving Business Practices, Noteworthy Accomplishments, and Management Initiatives. In addition you access SIGMA Help and Program Guidance/Schedules from the Main Navigator. To access a particular area within SIGMA, position the mouse pointer over the desired hotspot. A single mouse click opens the applicable SIGMA navigator and view. There are also links to other QUADS, NAVSUP and Navy sites on the SIGMA main navigator.

> Note:
>
> The **View/Update Contact List** and **View/Update IG Coordinator** buttons, though visible to all, are for the sole use of the SIGMA program manager to maintain the automated email lists.

Figure 3-5 SIGMA Main Navigator

> Note:
>
> In SIGMA, navigation *between* the eight distinct areas listed above is dependent upon where you are in the database. All areas, on the other hand, can be accessed from the Main Navigator at any time. This user manual will refer you back to the Main Navigator view, as shown in Figure 3-5, when moving from one area to the next. However, the Main Navigator screen capture is only shown once for simplicity.

Navigating to the Functional Area Index

Select the **Functional Area Index** hotspot from the Main Navigator to access the Functional Area Index view as shown in Figure 3-6. You need not perform any actions in this view, but may instead review the functional areas that the IG uses to categorize findings. Select the desired link to access the associated Functional Index Entry. When finished, select the **Back** button from the top of the screen to return to the Functional Area Index view. From there, you may either proceed to the IG Assessments view or return to the SIGMA Main Navigator. To return to the SIGMA Main Navigator, select the **Main Navigator** hotspot from the navigation panel.

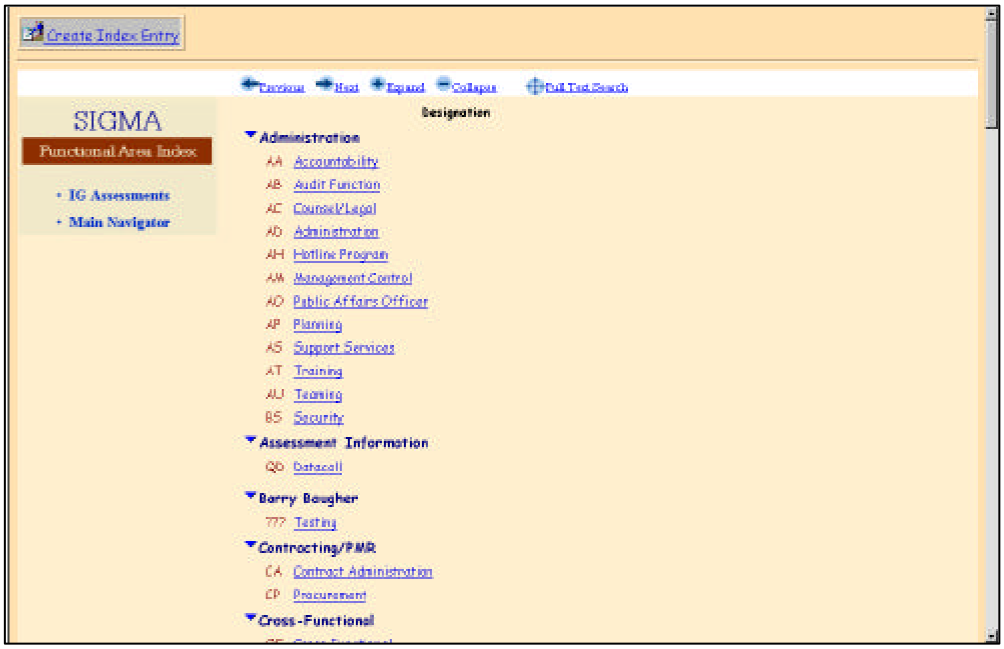


Figure 3-6 Functional Area Index Navigator & View

Navigating to the Assessment Checklists

To access the Assessment Checklists navigator and view, select the **Assessment Checklists** hotspot from the Main Navigator. Figure 3-7 provides an illustration of the Assessment Checklists view.

Figure 3-7 Assessment Checklists Navigator & View

Navigating to the Pre-Assessment Letter

Commands will receive email notification for the commencement of the assessment process. The email will direct the command to open SIGMA and review the guidance in the pre-assessment letter. To view a pre-assessment letter, open the **Checklists** view from the SIGMA main navigator. The pre-assessment letter is found by selecting the **Pre-Assessment Letter** navigator in the left menu in the Checklists main view. The pre-assessment letter view is shown at Figure 3-8.

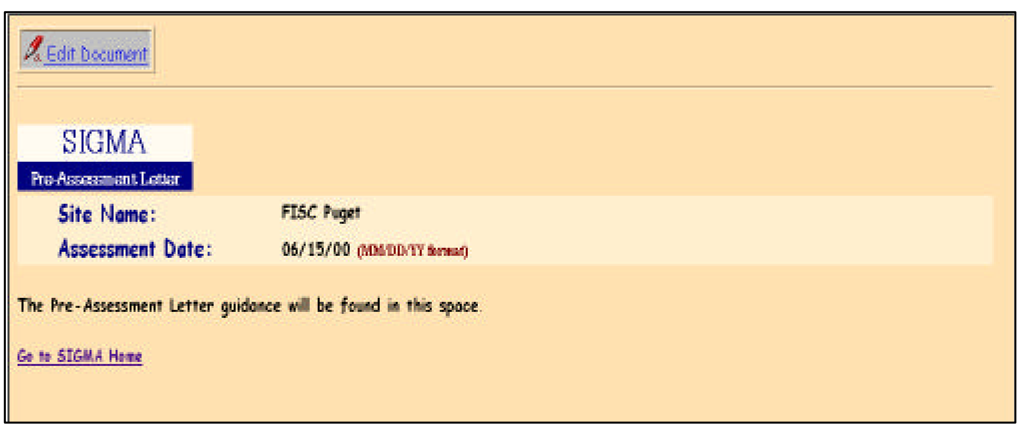


Figure 3-8 Pre-Assessment Letter

Working with Checklists

The Checklists are an essential ingredient to a successful command assessment. The pre-assessment letter will most likely direct a to be assessed command to respond to the checklists pertinent to that command's operations. The checklists are arranged by functional area and alphabetically. To open a checklist click on the desired checklist item from the Assessment Checklists view. A typical Checklist form is shown at Figure 3-9. At this point, you have two options:

- Create a Comment or Question
- Create a Checklist Response

Figure 3-9 Checklist Form

Creating a Question or Comment

To create a comment or pose a question to the IG regarding the checklist item, select the **Create Comment/Question** button found at the top of the form.

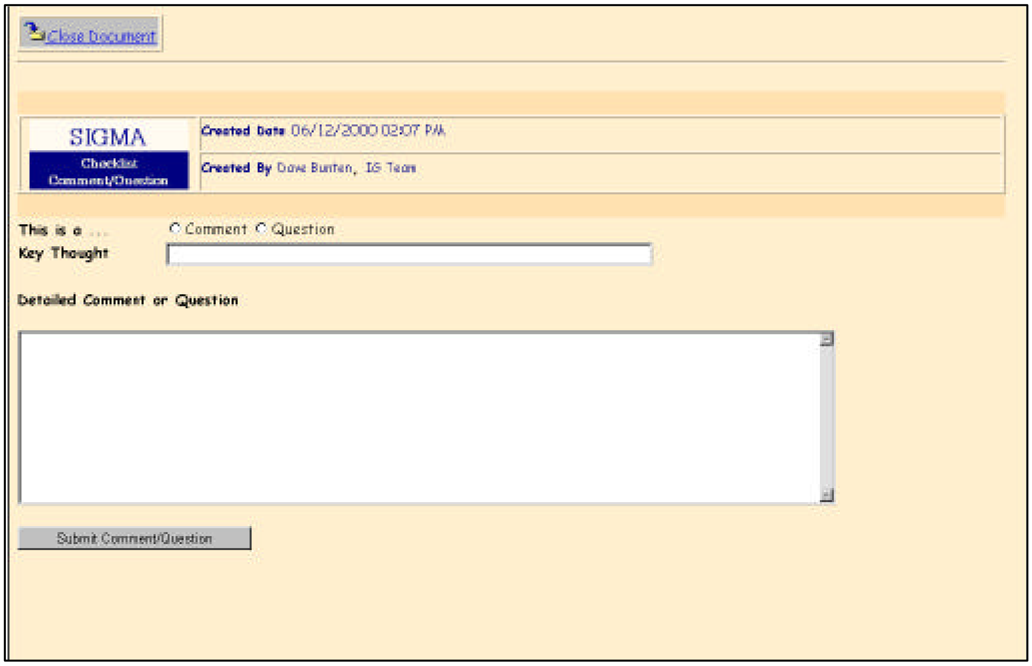


Figure 3-10 Checklist Question/Comment Form

> Note:
>
> If you choose not to comment at this time of if you accidentally selected the **Create Question/Comment** button in error, press the **Back** button on the browser toolbar to return to the Assessment Checklists view.

A blank Checklist Question/Comment form, like the one shown in Figure 3-10, will appear. You need only click the appropriate radio button to designate whether your input is a comment or a question. Enter a brief key thought in the space provided, followed by the detailed comment or question text. When finished, select the **Submit Comment/Question** button at the bottom of the form. The screen will return a message to indicate that the question or comment has been successfully sent. Folow the screen guidance to continue. Keep in mind that this submitted input may be viewed by all commands in addition to the IG Team.

Creating a Checklist Response

To create a Checklist Response, select the **Create Checklist Response** button from the top of the Checklist form, shown at Figure 3-9. A Checklist Response form opens on your screen, as shown in Figure 3-11.

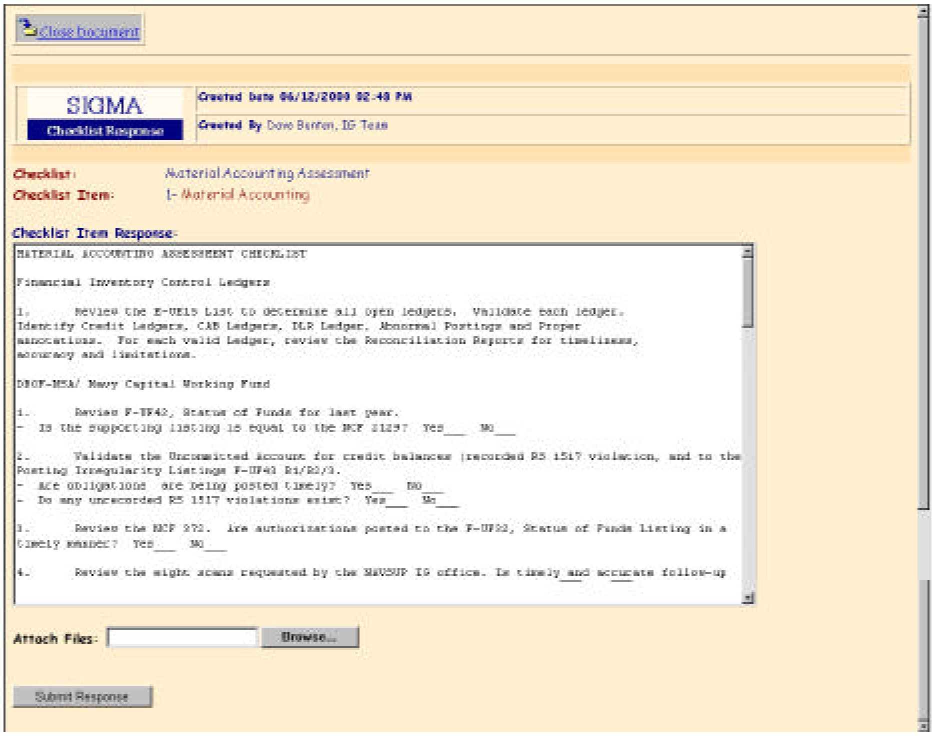


Figure 3-11 Checklist Item Response Form

Enter the response at the end of each question or put an "X" next to the yes or no. To submit the completed response, select the **Submit Response** button. A message appears to verify that the response has been successfully submitted. Note that your name appears in this message, indicating that the SIGMA data base is "intelligent." This ensures that only the NAVSUP IG and your specific command can view the submitted Checklist Reponse.

Checklist Responses, unlike Checklist Questions/Comments, can only be viewed by the NAVSUP IG Team. After you are finished in the Assessment Checklsits view, you may either proceed directly to the IG Assessments view or return to the Main Navigator by selecting the respective hotspot from the Assessment Checklists navigation panel.

Navigating to the IG Assessments

To access the IG Assessments navigator and view, select the **IG Assessments** hotspot from the center of the Main Navigator. The IG Assessments view will appear as shown in Figure 3-12.

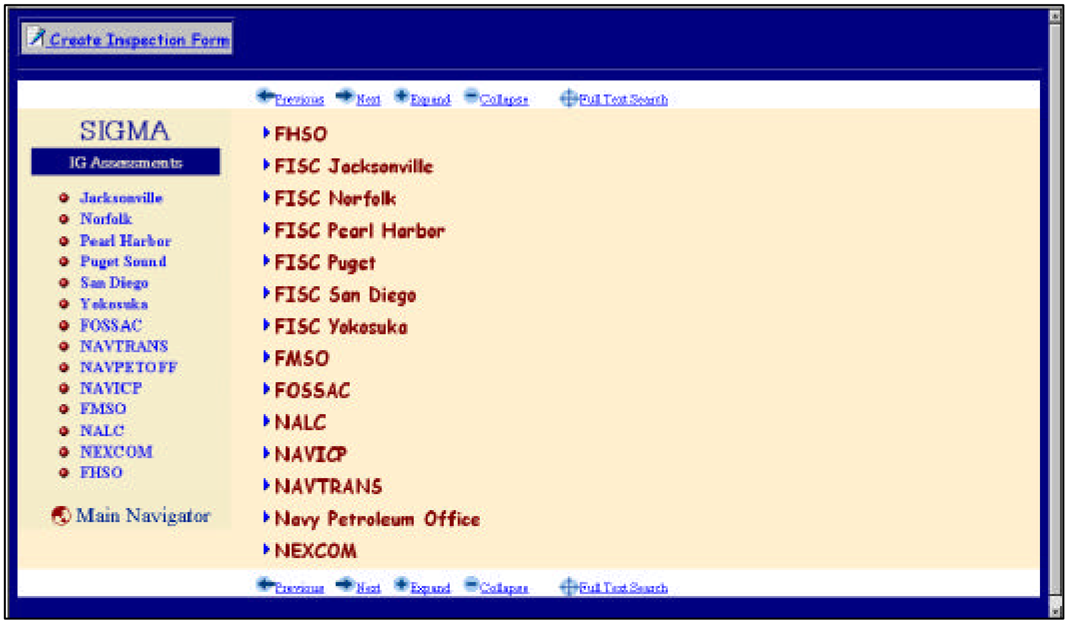


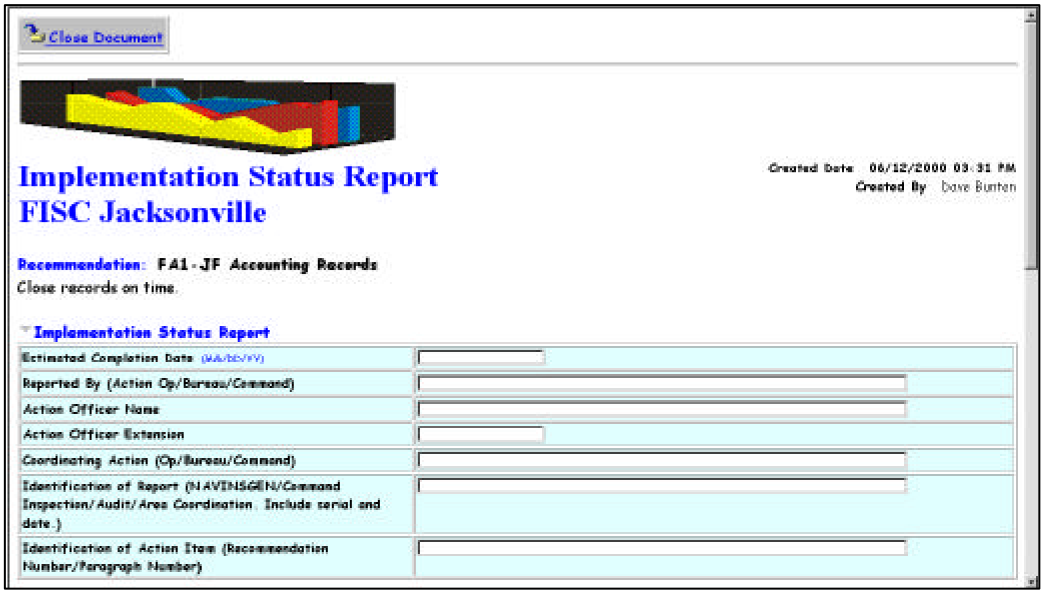
Figure 3-12 IG Assessments Navigator & View

In this view, you may review the various parts of the Command Assessment Report, as well as create Implementation Status Reports and Feedback Reports. Commands assessed by the IG are responsible for using SIGMA to create Implementation Status Reports on any recommendation stemming from a major finding. Also, commands must generate Feedback Reports to the IG regarding any recommendation stemming from a minor finding.

> **Note:**
>
> The Implementation Status Reports and Feedback Reports are privileged communication between each individual command's team members and the IG Team. They are, therefore, not visible to all SIGMA users.

Creating an Implementation Status Report

To create an Implementation Status Report for an IG recommendation based on a major finding, first select the recommendation in the IG Assessment view and open it. Select the **Create Implementation Status Report** button located in the upper left corner of the recommendation form. Note that the SIGMA Internet version knows which activity you are responding on behalf of, and therefore, ensures that this communication will only be visible to the team members at your command and to the IG team.



Close Document

Implementation Status Report
FISC Jacksonville

Created Date 06/12/2000 03:31 PM
Created By Dave Bunten

Recommendation: FA1-JF Accounting Records
Close records on time.

Implementation Status Report

Estimated Completion Date (MM/DD/YY)	
Reported By (Action Op/Bureau/Command)	
Action Officer Name	
Action Officer Extension	
Coordinating Action (Op/Bureau/Command)	
Identification of Report (NAVINSGEN/Command Inspection/Audit/Area Coordination. Include serial and date.)	
Identification of Action Item (Recommendation Number/Paragraph Number)	

Figure 3-13 Implementation Status Report Form

A blank Implementation Status Report form appears as shown in Figure 3-13. Note that the specific recommendation is referenced at the top of the form; ensure that this is referring to the item to which you are responding. Enter the data in the designated fields. The “Estimated Completion Date” block is very important. An automated reminder will be sent to the activity on the date entered. To submit a completed Implementation Status Report, scroll to the bottom of the form and select the **Submit** button. A “Thank-you” message appears on the screen to verify message submission; click **OK** to proceed.

Generating Feedback Reports

To create a Feedback Report for an IG recommendation based on a minor finding, open the minor findings recommendation from the IG Assessments view. Press the **Create Feedback** button at the top of the recommendation form to open a new Recommendation Feedback form as shown at Figure 3-14.

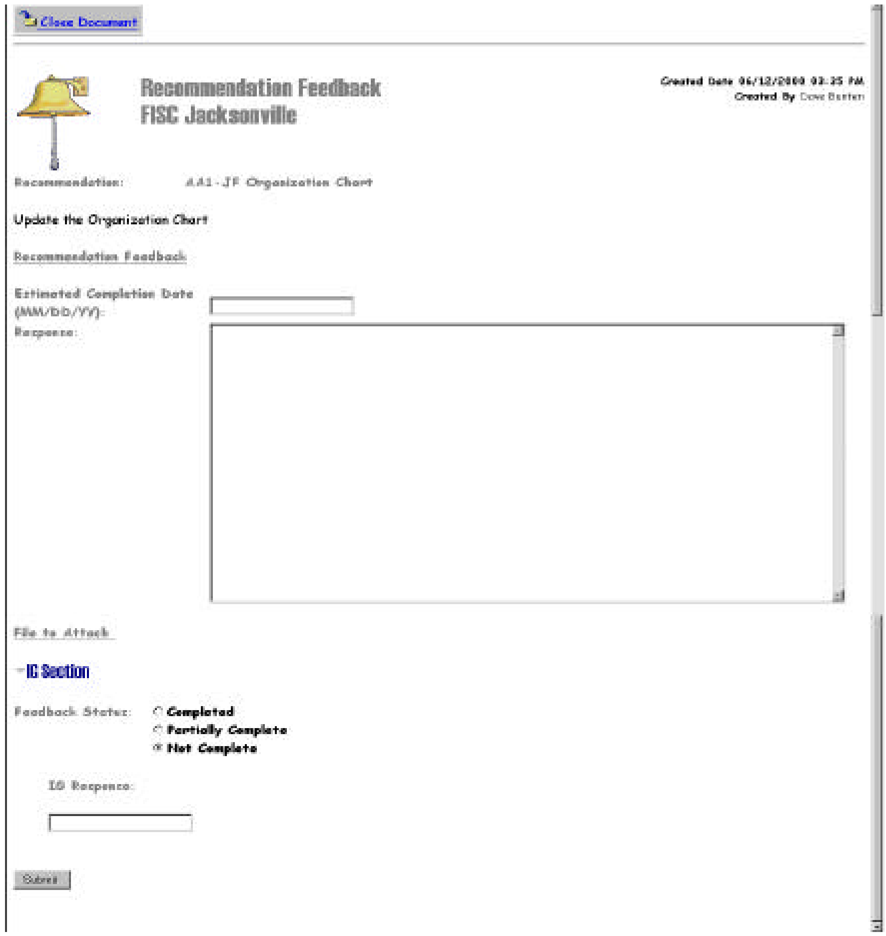


Figure 3-14 Recommendation Feedback Form

Note that the specific recommendation is referenced at the top of the form; ensure that this is referring to the item to which you are responding. Type the estimated completion date and response text in the designated fields. To submit the completed report, select the **Submit** button from the bottom of the form. An acknowledgement will appear to verify that the report has been sent; click **OK**.

The NAVSUP IG is able to create responses to any Implementation Status Report or Feedback Report that you submit. The command will receive an automatically generated email notification. The response may tell you that the IG considers the action completed or it may ask for additional information.

Navigating to Other Areas in the Database

The remaining sections in the SIGMA database, with the exception of Management Initiatives, are simply enclosures to the original Command Assessment report sorted in a different manner. To navigate to other areas of interest in the database, press the desired hotspot from the SIGMA Main Navigator, shown at Figure 3-5. See Chapter 4 for a more through examination of each of these areas. The remaining areas of interest include:

- Major Findings
- Minor Findings
- Improving Business Practices
- Noteworthy Accomplishments
- Management Initiatives

Chapter 4

Working in SIGMA

Launching SIGMA via the WWW

Double click the browser icon from your desktop to launch the application. The opening “splash” screen will appear while the system is initializing. The splash screen transitions to the appropriate browser’s Homepage. The Netscape Navigator Homepage is shown in Figure 4-1.

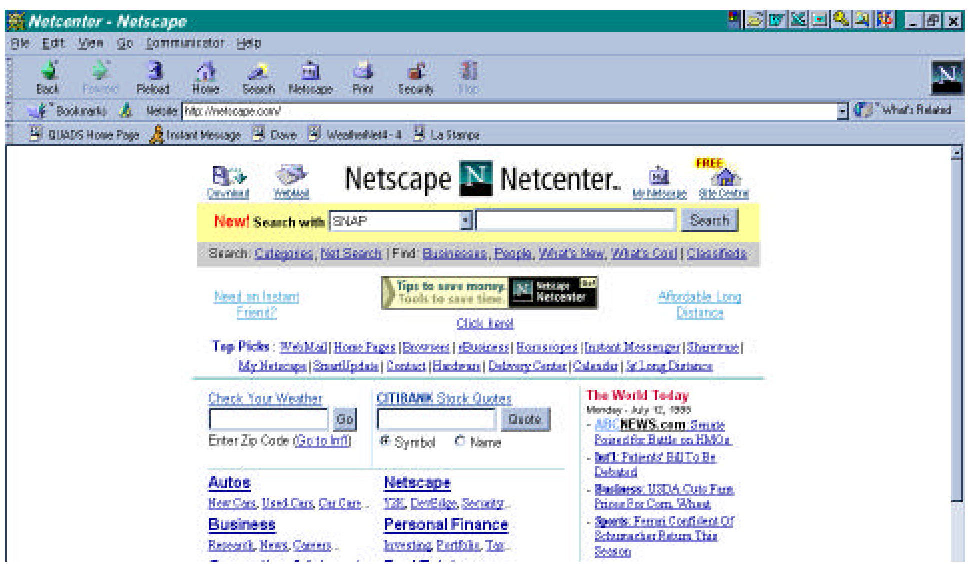


Figure 4-1 Netscape Navigator Homepage

Enter the QUADS Uniform Resource Locator (URL) in the location field across the top of the Homepage, as follows: <http://www.quads.navsup.navy.mil/quadhome.nsf> and press enter. The QUADS Homepage, shown below in Figure 4-2, will appear.

QUADS Homepage

The Quality Application and Database Suite (QUADS) Homepage allows you to choose from a variety of different applications. To access, SIGMA, select Assessment Processes from the left scroll down menu.

Figure 4-2 QUADS Homepage

Assessment Processes

Figure 4-3 shows the Assessment processes page. Notice that each application appears showing the Opening Screen and the Application title. Click on either the Screen Capture or Title to go to the next screen, the SIGMA Information page.

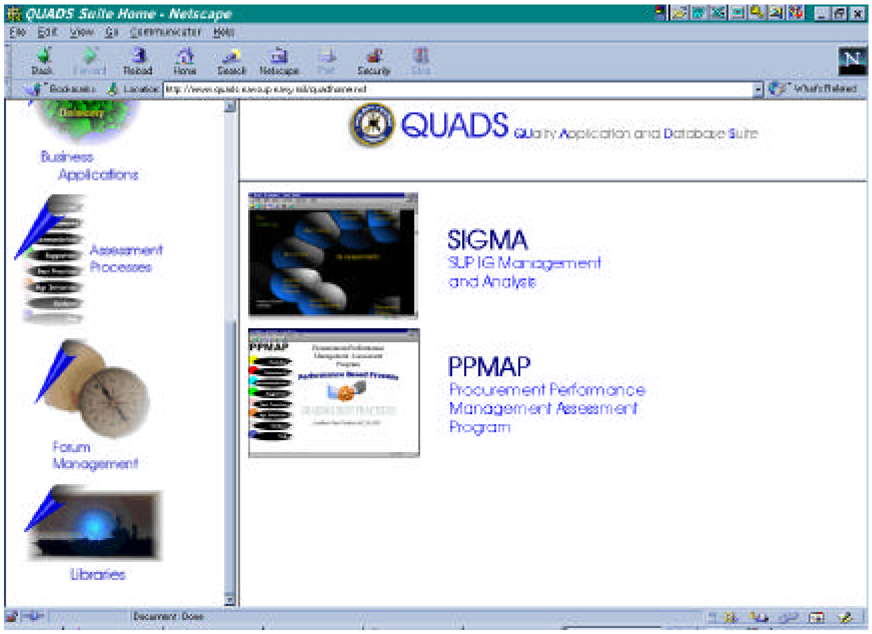


Figure 4-3 Assessment Processes Page

The SIGMA information page, shown in Figure 4-4, includes the database name, purpose, type, status , sponsor, and point of contact. To access the SIGMA database, click on the word SIGMA in the bottom block next to Link to Database. A dialog box, Figure 4-5, appears in the center of the screen prompting you to input your Username and password. After entering the information in the appropriate fields, click the OK button. Note that the Username and Password are “case-sensitive.”

If access to SIGMA is repeatedly denied, contact the SIGMA Program Manager, CDR Pirrman, at (717) 605-7468.

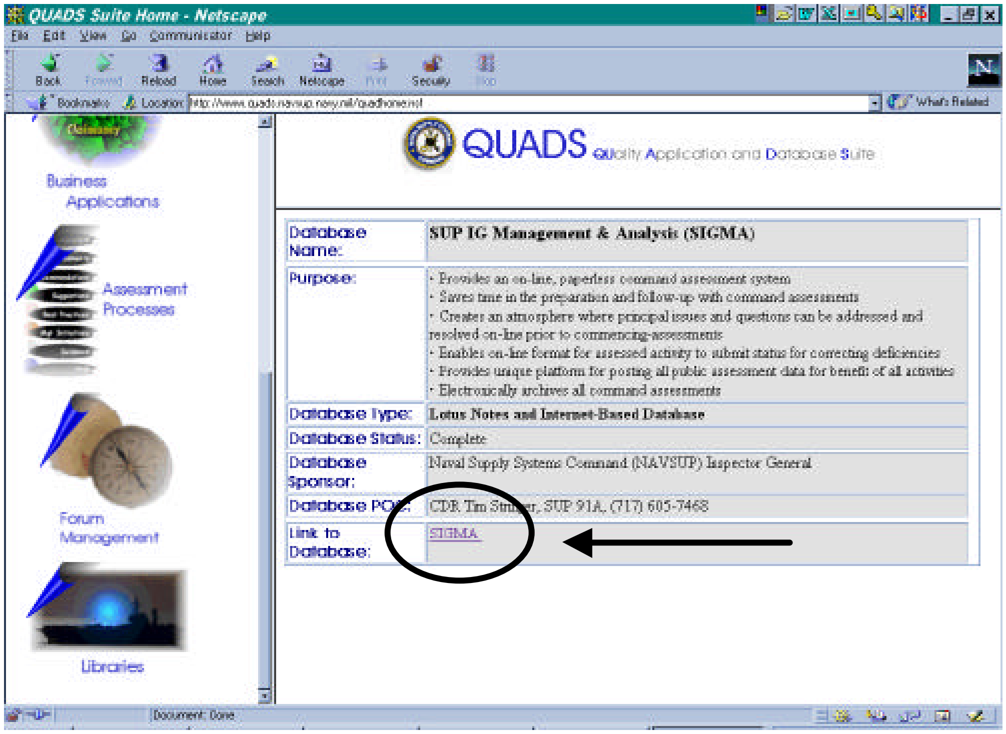


Figure 4-4 SIGMA Information Page

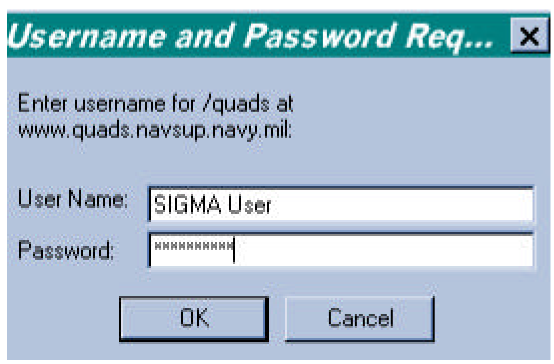


Figure 4-5 Username and Password Dialog Box

SIGMA Main Navigator

Once access to SIGMA has been granted, the next screen that appears is the SIGMA Main Navigator, as shown in Figure 4-6. This screen will appear each time SIGMA is opened. ***All navigation activities in SIGMA begin at the Main Navigator.*** The SIGMA Main Navigator view is broken into eight distinct areas: Functional Area Index, Assessment Checklists, IG Assessments, Major Findings, Minor Findings, Improving Business Practices, Noteworthy Accomplishments, and Management Initiatives. In addition you access SIGMA Help and Program Guidance/Schedules from the Main Navigator. To access a particular area within SIGMA, position the mouse pointer over the desired hotspot. A single mouse click opens the applicable SIGMA navigator and view. There are also links to other QUADS, NAVSUP and Navy sites. The **View/Update Contact List** and **View/Update IG Coordinator** buttons, though visible to all, are for the sole use of the SIGMA program manager to maintain the automated email lists.

Figure 4-6 SIGMA Main Navigator

Note:

In SIGMA, navigation *between* the eight distinct areas listed above is dependent upon where you are in the database. All areas, on the other hand, can be accessed from the Main Navigator at any time. This user manual will refer you back to the Main Navigator view, as shown in Figure 4-6, when moving from one area to the next. However, the Main Navigator screen capture is only shown once for simplicity.

Navigating to the Functional Area Index

If you are a new user to the SIGMA application, you may wish to familiarize yourself with the functional areas used by the IG Team to categorize their findings. Select the **Functional Area Index** hotspot from the Main Navigator. The screen will transition to the Functional Area Index navigator and view, as shown in Figure 4-7.

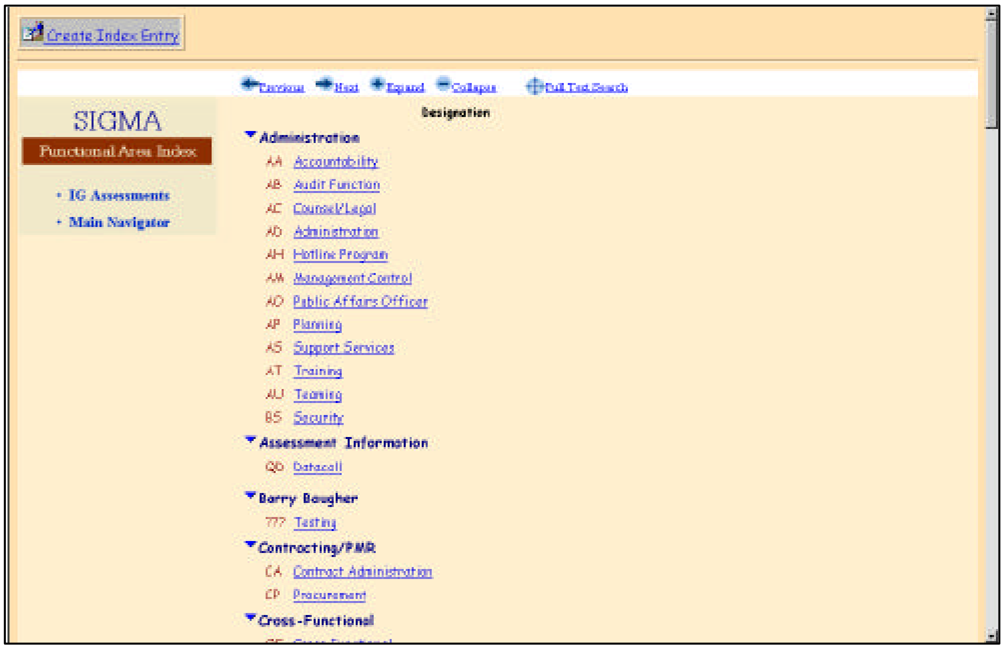


Figure 4-7 Functional Area Index Navigator & View

You need not perform any actions in this view, but instead may review the functional areas and subareas within the Functional Area Index. Select the desired subarea link from the view to access the associated Functional Index Entry. For eaxmple, select the AA Accountatiblity link. The resulting index entry is shown at Figure 4-8.

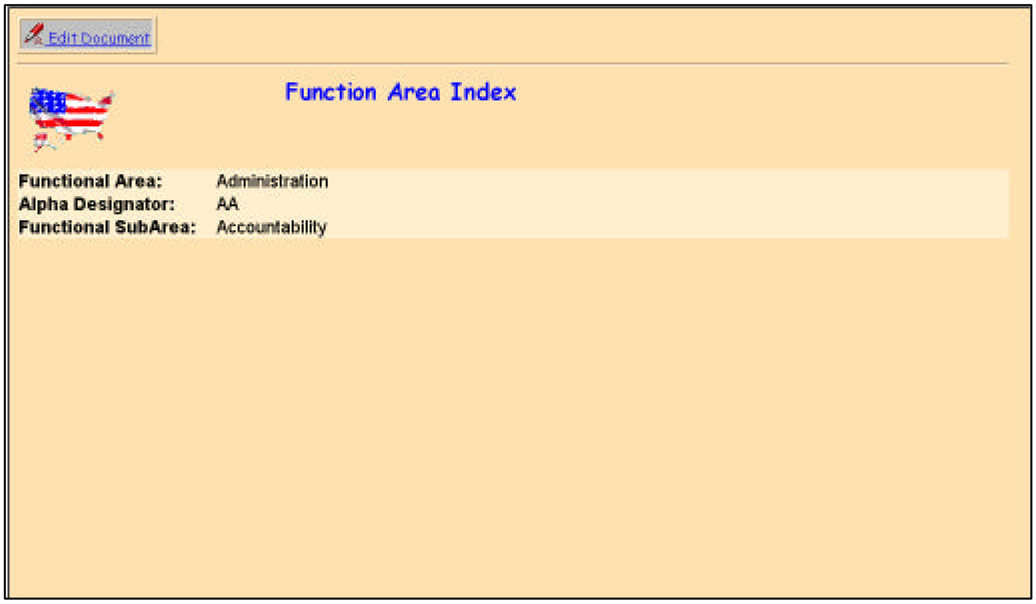


Figure 4-8 Functional Index Entry

The Functional Index Entry includes the functional area, alpha designator, and functional subarea. After reviewing this index, click the **Back** button on the browser toolbar or use other "back" type functions available in your browser. This will navigate the screen back to the Functional Area Index navigator and view. From there, you may either proceed to the IG Assessments view or return to the SIGMA Main Navigator. To return to the SIGMA Manin Navigator, select the **Main Navigator** hotspot from the navigation panel.

Navigating to the Assessment Checklists

To access the Assessment Checklists navigator and view, select the **Assessment Checklists** hotspot from the Main Navigator. The resulting view is shown at Figure 4-9. All navigator and view screens in SIGMA follow a similar setup, with the navigation panel located to the left, the view to the right, and the action buttons situated across the top and bottom of the view. Scroll the screen all the way down using the scrollbar on the far right of your desktop to see the action buttons at the bottom of the view.

Figure 4-9 Assessment Checklists Navigator & View

In the expanded Assessment Checklists view, is a listing of all checklist questions, checklist responses, and questions and comments generated by all SIGMA users. However, Commands will only be able to see the Checklist Responses for their particular command, as these are private communications between the IG and the specific command. The navigators on the left side of the screen provide three different sort options for viewing checklist responses: responses by date, responses by Name (person originating response and their command), and responses by type (e.g. checklist response, comment, questions, response to site, etc.). In addition there is a navigator for viewing the Pre-Assessment Letter.

Navigating to the Pre-Assessment Letter

Commands will receive email notification for the commencement of the assessment process. The email will direct the command to open SIGMA and review the guidance in the pre-assessment letter. To view a pre-assessment letter, open the **Checklists** view from the SIGMA main navigator. The pre-assessment letter is found by selecting the **Pre-Assessment Letter** navigator in the left menu in the Checklists main view. The pre-assessment letter view is shown at Figure4-10.

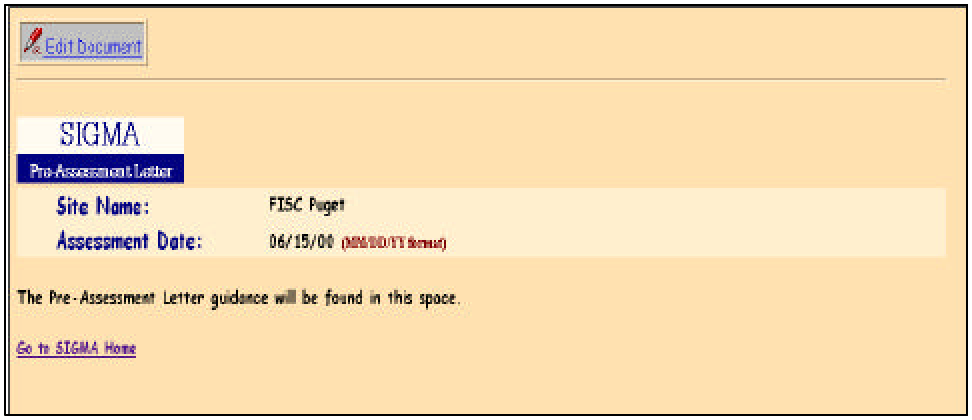
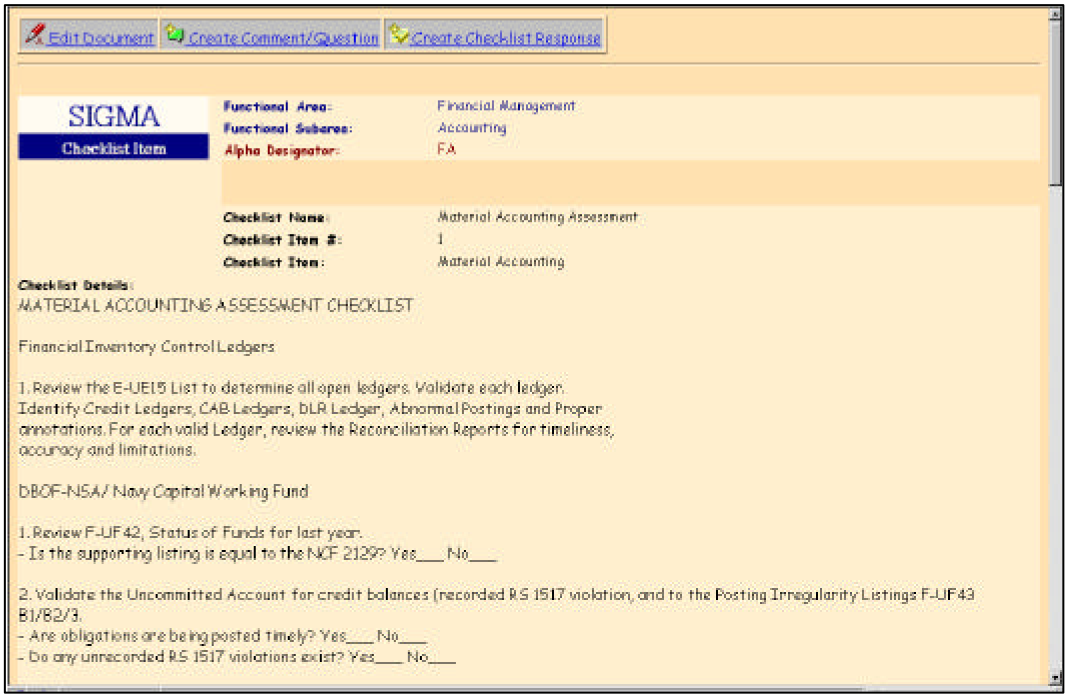


Figure 4-10 Pre-Assessment Letter


Edit Document | Create Comment/Question | Create Checklist Response

SIGMA
Checklist Item

Functional Area: Financial Management
Functional Subarea: Accounting
Alpha Designator: FA

Checklist Name: Material Accounting Assessment
Checklist Item #: 1
Checklist Item: Material Accounting

Checklist Details:
MATERIAL ACCOUNTING ASSESSMENT CHECKLIST

Financial Inventory Control Ledgers

1. Review the E-UE15 List to determine all open ledgers. Validate each ledger. Identify Credit Ledgers, CAB Ledgers, bLR Ledger, Abnormal Postings and Proper annotations. For each valid Ledger, review the Reconciliation Reports for timeliness, accuracy and limitations.

DBOF-NSA/ Navy Capital Working Fund

1. Review F-UF42, Status of Funds for last year.
- Is the supporting listing is equal to the NCF 2129? Yes___ No___

2. Validate the Uncommitted Account for credit balances (recorded RS 1517 violation, and to the Posting Irregularity Listings F-UF43 B1/B2/3.
- Are obligations are being posted timely? Yes___ No___
- Do any unrecorded RS 1517 violations exist? Yes___ No___

Figure 4-11 Checklist Form

Working with Checklists

The Checklists are an essential ingredient to a successful command assessment. The pre-assessment letter will most likely direct a to be assessed command to respond to the checklists pertinent to that command's operations. The checklists are arranged by functional area and alphabetically. To open a checklist click on the desired checklist item from the Assessment Checklists view. A typical Checklist form is shown at Figure 4-11. At this point, you have two options:

- Create a Comment or Question
- Create a Checklist Response

Creating a Question or Comment

Prior to responding to checklist questions, you may need clarification or more information than is provided on the Checklist form. In such a case, you can create a comment or pose a question to the IG regarding the specific checklist by selecting the **Create Comment/Question** button at the top of the Checklist form. A blank Checklist Question/Comment form will appear, as shown in Figure 4-12.

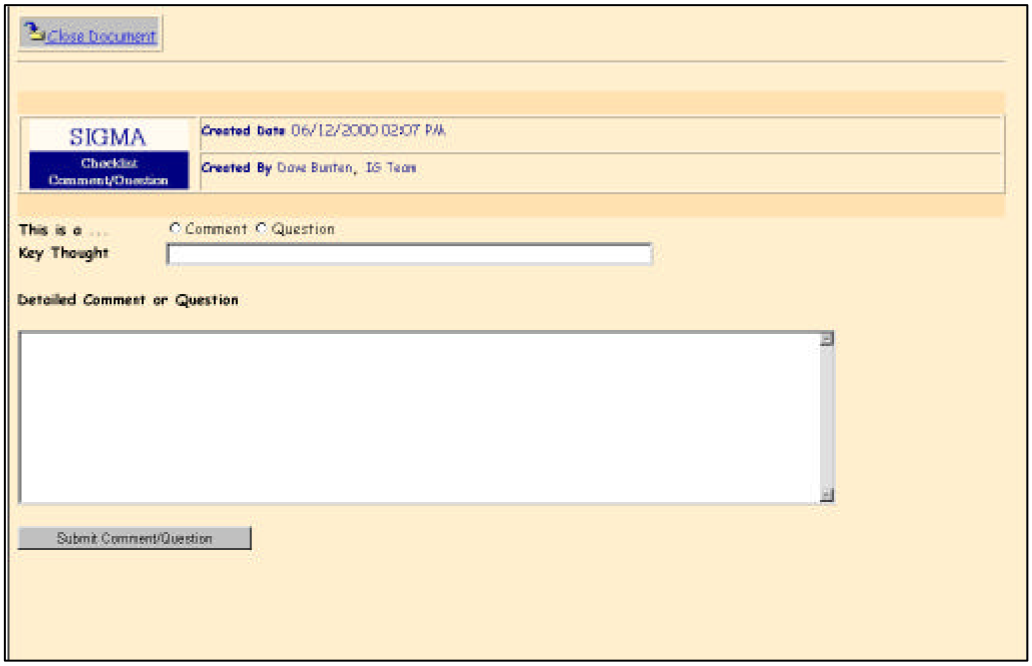


Figure 4-12 Checklist Question/Comment Form

The Compose Date and Originator block in the top right corner of the form places a date and time stamp on the submission and gives attribution to you as a user. This block will appear on all of the input that you create in SIGMA. To begin, you need only click the appropriate radio button to designate whether your input is a comment or a question. Enter a brief key thought in the space provided, followed by the specific question or comment text. When finished, select the **Submit Comment/Question** button at the bottom of the form. Recall that this communication is viewable by all commands in addition to the IG team itself.

Note:

It is important to note that only a SINGLE click is required to submit your input at any time during the assessment process. *Multiple clicking will submit the same input repeatedly*. When your input has been received at the QUADS Main server, the screen will return a message for verification. Occasionaly, if the WWW is experiencing heavy usage, the speed between your submission and the acknowledgement is slow. Please be patient and refrain from the temptation to click on the **Submit** button again.

Creating a Checklist Response

To create a Checklist Response, select the **Create Checklist Response** button at the top of the Checklist form. The SIGMA Domino version is "intelligent"in that it knows which command or activity is creating the response based on your unique Username and Password. This ensures that the response will be visible only to the team members at that specific site and to the IG Team.

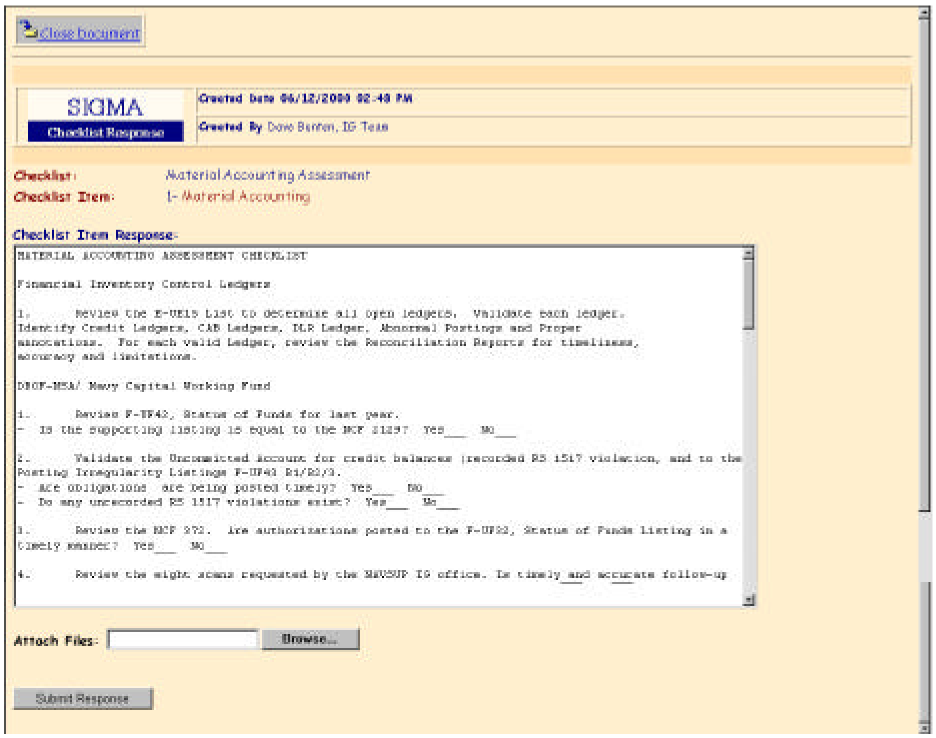


Figure 4-13 Checklist Item Response Form

The blank Checklist Item Response form appears as shown in Figure 4-13. Note that the specific checklist is referenced at the top of the Response form; ensure that this is referring to the checklist to which you are responding. Enter the response text at the end of each question or in the field provided. If you scroll to the bottom of the form, a file may be attached and submitted with the response. The process of attaching files is covered in detail in Chapter 6. To submit the completed Checklist Response, select the **Submit Response** button. Again, a message appears to verify that the response has been successfully submitted. Select the **SIGMA Checklists** button to return to the Assessment Checklists view. Select the next checklist and continue until you have answered all of the checklists pertinent to your command.

When you are finished in the Assessment Checklists view, you may either proceed directly to the IG Assessments view or return to the Main Navigator. To do so, select the respective hotspot from the Assessment Checklists navigation panel.

Navigating to the IG Assessments

The IG Assessment view is the heart of the SIGMA database application. When a particular IG Command Assessment has been completed, the report will be made available in SIGMA for review by all SIGMA users. To view a Command Assessment online or report on command progress, you will need to navigate to the IG Assessments view. Select the **IG Assessments** hotspot from the center of the Main Navigator and the IG Assessments view will appear as shown in Figure 4-14.

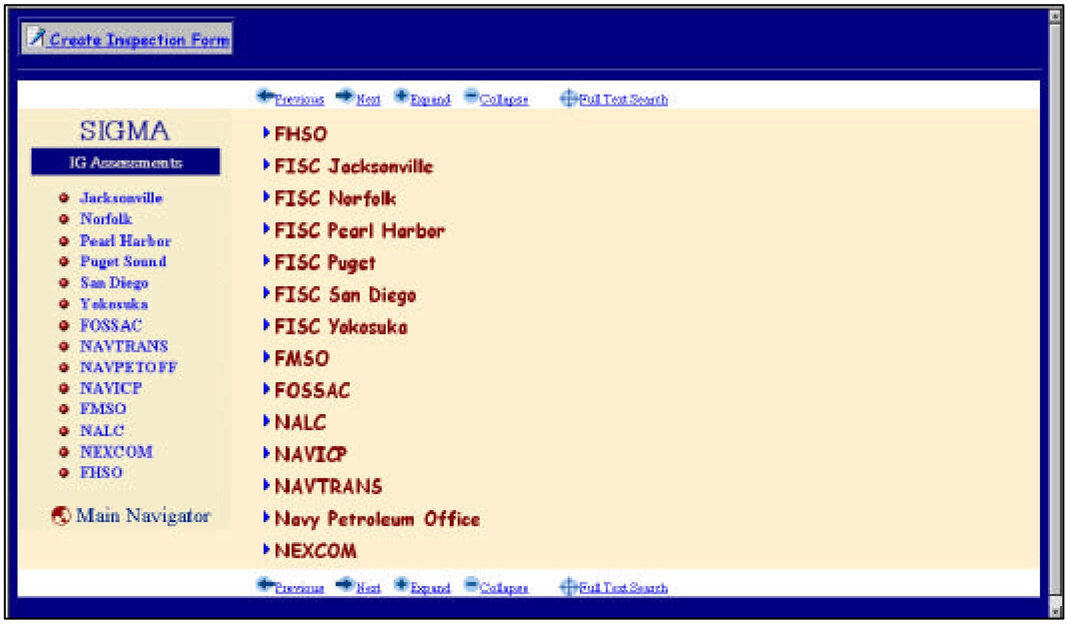


Figure 4-14 IG Assessments Navigator & View

The IG Assessments navigation panel lists the various commands as hotspots. Selecting any one of these hotspots will show only the assessment for the selected command. For instance, if you press the **NAVICP** hotspot, only the NAVICP assessment will be visible in the view on the right side of the screen, as depicted in Figure 4-15. To subsequently restore the view to show all assessments in the database, click the **IG Assessments** hotspot at the very top of the navigation panel.

Command Assessment Reports

The Command Assessment report is broken into several sections: Assessment Cover Letter, Summary of Conditions, Major Findings and related Recommendations, Minor Findings and related Recommendations, Recommendations to Improve Business Practices, and Noteworthy Accomplishments. In Figure 4-15, you can see various parts of the Command Assessment report. To open any any one of these sections, click the appropriate view. *Recall that you may view all Command Assessments regardless of your particular command.*

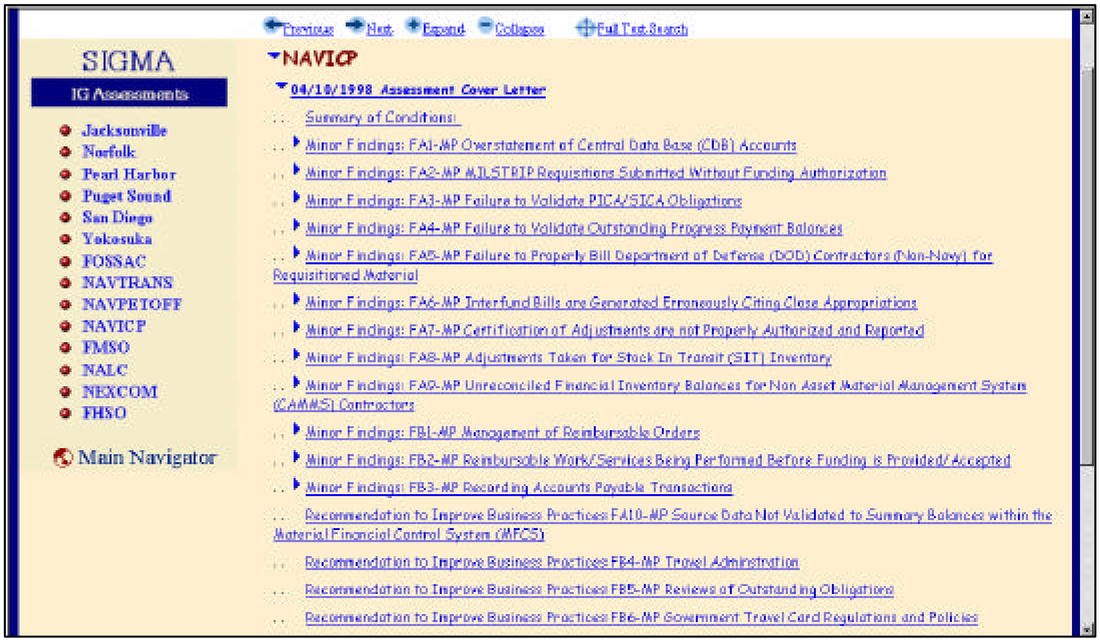


Figure 4-15 NAVICP Command Assessment

Commands assessed by the IG are responsible for using SIGMA to create Implementation Status Reports on any recommendation stemming from a major finding. Likewise, commands must generate Feedback Reports to the IG regarding any recommendation stemming from a minor finding.

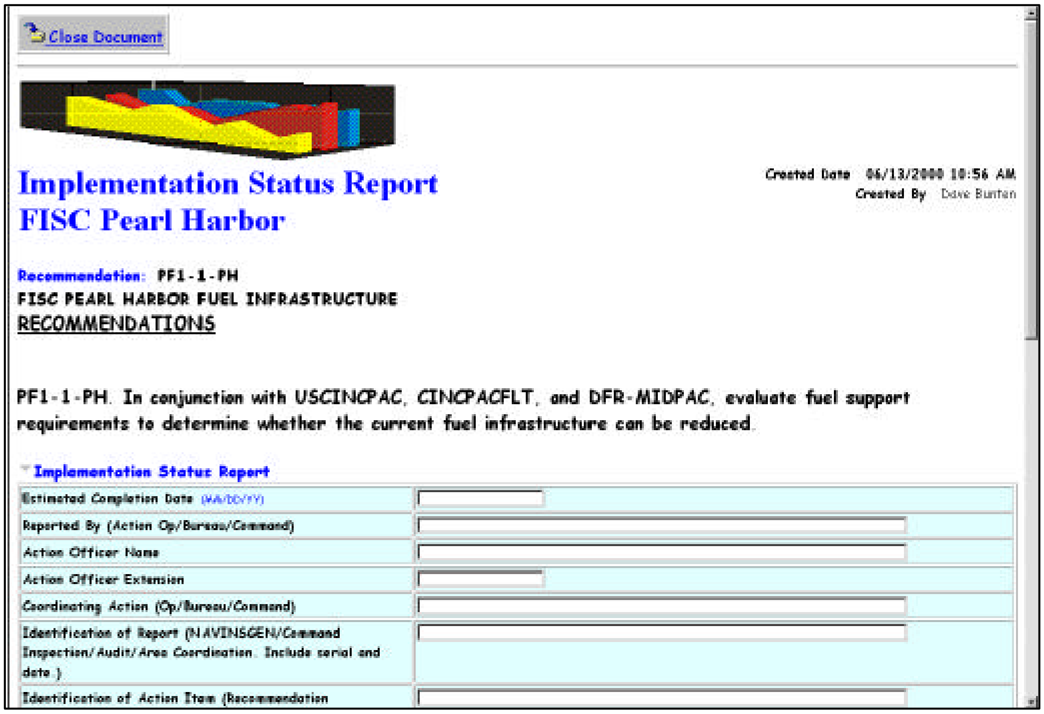
Note:

While every command may view all assessment report findings and recommendations, the Implementation Status Reports and Feedback Reports are privileged communications and access is strictly limited to each individual command's team members and to the IG Team. They are, therefore, not visible to all SIGMA users.

Creating an Implementation Status Report

To create an Implementation Status Report for an IG recommendation based on a major finding, scroll to the recommendation in the IG Assessments view and single click to open it. The Recommendation form appears as shown in Figure 4-16. Select the **Create Implementation Status Report** button to open a blank Implementation Status Report form as shown in Figure 4-17.

Figure 4-16 Recommendation Based on a Major Finding


Close Document

Implementation Status Report
FISC Pearl Harbor

Created Date 06/13/2000 10:56 AM
Created By Dave Bunten

Recommendation: PF1-1-PH
FISC PEARL HARBOR FUEL INFRASTRUCTURE
RECOMMENDATIONS

PF1-1-PH. In conjunction with USCINCPAC, CINCPACFLT, and DFR-MIDPAC, evaluate fuel support requirements to determine whether the current fuel infrastructure can be reduced.

Implementation Status Report

Estimated Completion Date (MM/DD/YY)	
Reported By (Action Op/Bureau/Command)	
Action Officer Name	
Action Officer Extension	
Coordinating Action (Op/Bureau/Command)	
Identification of Report (NAVINSGEN/Command Inspection/Audit/Area Coordination. Include serial and date.)	
Identification of Action Item (Recommendation	

Figure 4-17 Implementation Status Report Form

The specific recommendation is referenced at the top of the form; ensure that this is referring to the item to which you are responding. Enter the Implementation Status data in the designated fields of the form. The "Estimated Completion Date" must be entered. An automatically generated email will provide an update status reminder on the date entered in that block. The database knows which activity you are responding on behalf of, to ensure that the communcation will be visible only to the team members at your specific site and to the IG Team.

As you scroll to the bottom of the form, you will see a portion of the Implmentation Status Report where a file may be attached. Refer to Chapter 6 for further information regarding attachments. Do not fill out the NAVSUP IG Team portion of the form. It is designated for the IG Team during the adjudication process. To submit a completed Implementation Status Report, select the **Submit This Report** button. Follow the instructions when the acknowledge message appears.

Creating A Response

After an Implementation Status Report (ISR) is created a new button appears at the top of the form called **Create Response.** This button can be used by either the assessed activity or the NAVSUP IG Team. For example the assessed activity may need to update the "Estimated Completion Date". Or the NAVSUP IG Team may desire clarification on the plan of action in the ISR. Click on the **Create Response** button in the ISR to open the "Create Response" form as shown in Figure 4-18. Enter the Key Thought (i.e. subject of your response) and the detailed explanation or question in the "detailed response" block. You can also attach files if required. When the form is complete select **Submit,** and follow the instructions on the acknowledgement screen.

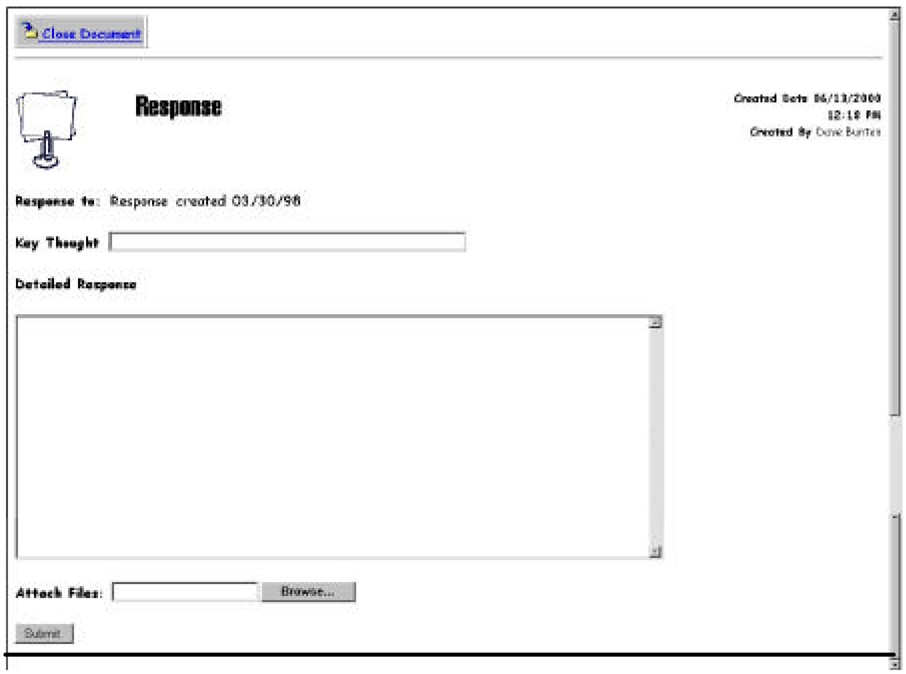


Figure 4-18 Response Form

Generating Feedback Reports

Your command is required to generate a Feedback Report for each IG recommendation based on a minor finding. To create a Feedback Report, select the link of the desired minor findings recommendation from the IG Assessments view. Once opened, the recommendation will appear as shown in Figure 4-19. Select the **Create Feedback** button to generate a Feedback Report. A blank Feedback Report form will appear as shown in Figure 4-20.

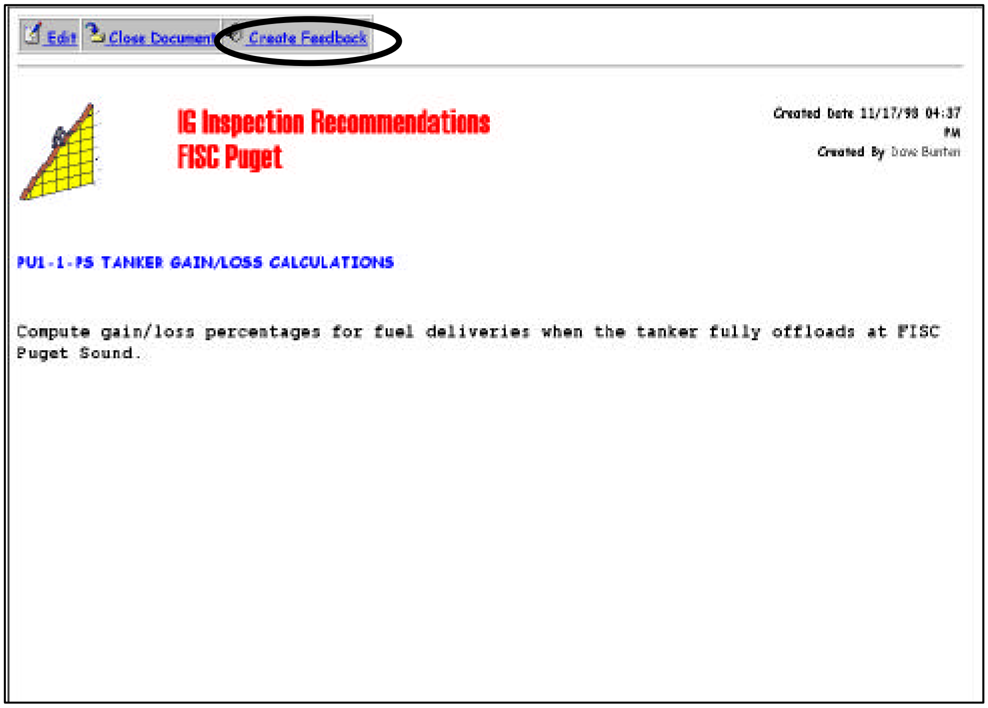


Figure 4-19 Recommendation Based on a Minor Finding

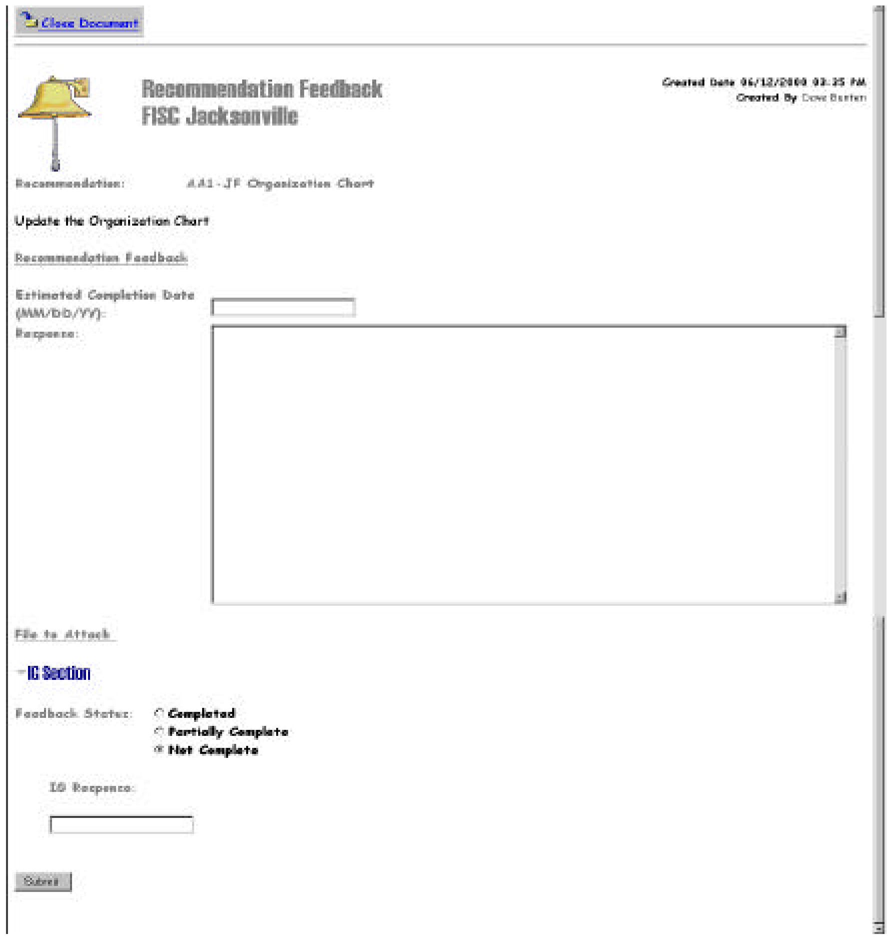


Figure 4-20 Recommendation Feedback Form

The specific recommendation is referenced at the top of the Feedback form; ensure that this is referring to the item to which you are responding. Enter the estimated completion date (in MM/DD/YY format) and actual feedback text in the designated fields of the Recommendation Feedback form. When finished, select the **Submit** button. When the acknowledgement appears, follow the on-screen instructions.

Creating A Response

After a "Feedback Form" is created a new button appears at the top of the form called **Create Response.** This button can be used by either the assessed activity or the NAVSUP IG Team. For example the assessed activity may need to update the "Estimated Completion Date". Or the NAVSUP IG Team may desire clarification on the plan of action.. Click on the **Create Response** button in the Feedback form to open the "Create Response" form as shown in Figure 4-21. Enter the Key Thought (i.e. subject of your response) and the detailed explanation or question in the "detailed response" block. You can also attach files if required. When the form is complete select **Submit,** and follow the instructions on the acknowledgement screen.

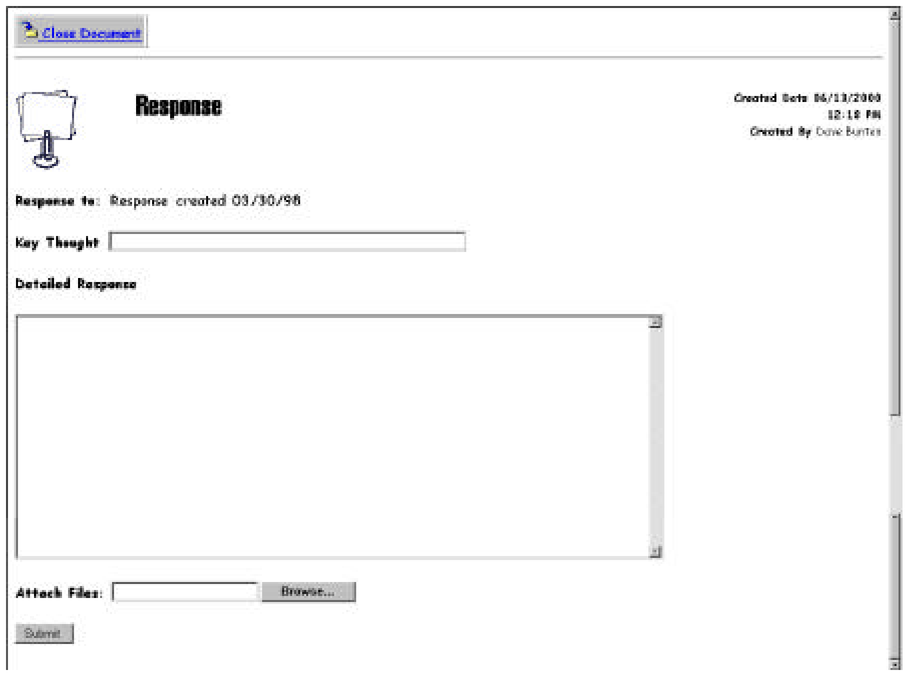


Figure 4-21 Response Form

Response Dialog

Recall that responses to ISRs and Feedback Reports are private communication and therefore are viewable only by the assessed command and the IG Team.

Navigating to Other Command Assessment Areas in the Database

The remaining sections in the SIGMA database, with the exception of Management Initiatives, are merely enclosures to the original Command Assessment report sorted in a different manner. This information is sorted to facilitate ease and convenience throughout the IG Assessment process. To navigate to other areas of interest in the database, press the respective hotspot from the SIGMA Main Navigator.

Looking at the SIGMA Main Navigator, shown in Figure 4-6, you can see the remaining areas of the database. Each of the remaining sections is part of the IG Command Assessment report, with the exception of Management Initiatives. Note that the **Management Initiatives** hotspot is located slightly to the right of the other hotspots to graphically depict that it is not part of the Command Assessment report. The remaining areas of interest include:

- Major Findings
- Minor Findings
- Improving Business Practices
- Noteworthy Accomplishments
- Management Initiatives

Sort Orders

The SIGMA application offers several ways of viewing the information contained within it. The various hotspots on its navigators provide both a means of navigating the database and a means of sorting the information by different criteria. The areas of the database listed above offer two different sort orders: By Site or By Functional Area. The default is the By Site view. To sort by functional area, select the **By Functional Area** hotspot from the navigation panel. *Note that the navigation panel toggles between the two sort orders.*

Navigating to the Major Findings

To view the major findings without the other sections of the Command Assessment report embedded, select the **Major Findings** hotspot from the Main Navigator, which reveals the view in Figure 4-22. Use this navigator as an alternative for posting Implementation Status Reports or for responding to the IG Team Response forms.

Figure 4-22 Major Findings Navigator & View

To view a particular major finding, select the desired command. Under each command you will see the Assessment Cover letter for each assessment. Click on the “Twistie” to open the Minor Findings, Recommendations, FeedbackReports, and Response Forms, for a particular assessment.

Navigating to the Minor Findings

To view the minor findings without the other sections of the Command Assessment report embedded, select the **Minor Findings** hotspot from the Main Navigator, which reveals the view in Figure 4-23. Use this navigator as an alternative for posting Feedback Reports or for responding to the IG Team Response forms.

To view a particular minor finding, select the desired command. Under each command you will see the Assessment Cover letter for each assessment. Click on the "Twistie" to open the Minor Findings, Recommendations, FeedbackReports, and Response Forms, for a particular assessment.

Figure 4-23 Minor Findings Navigator & View

Navigating to Improving Business Practices

To access the Improving Business Practices navigator and view, select the **Improving Business Practices** hotspot from the SIGMA Main Navigator. The Improving Business Practices navigator and view screen will appear as shown in Figure 4-24. Any recommendations for improving business practices from an IG Assessment appear in this view. You need not perform any actions in this view; it is for information purposes only.

Figure 4-24 Improving Business Practices Navigator & View

To view a recommendation to improve business practices, simply select its' link from the view. After reviewing the recommendation, you can return to the Improving Business Practices navigator and view by selecting the **Back** button on the browser toolbar. From there, you may navigate to the Main Navigator or to the IG Assessments view by clicking the appropriate hotspot from the navigation panel.

Navigating to Noteworthy Accomplishments

To navigate to the Noteworthy Accomplishments section of the application, select the **Noteworthy Accomplishments** hotspot from the Main Navigator. The Noteworthy Accomplishments view appears as shown in Figure 4-25.

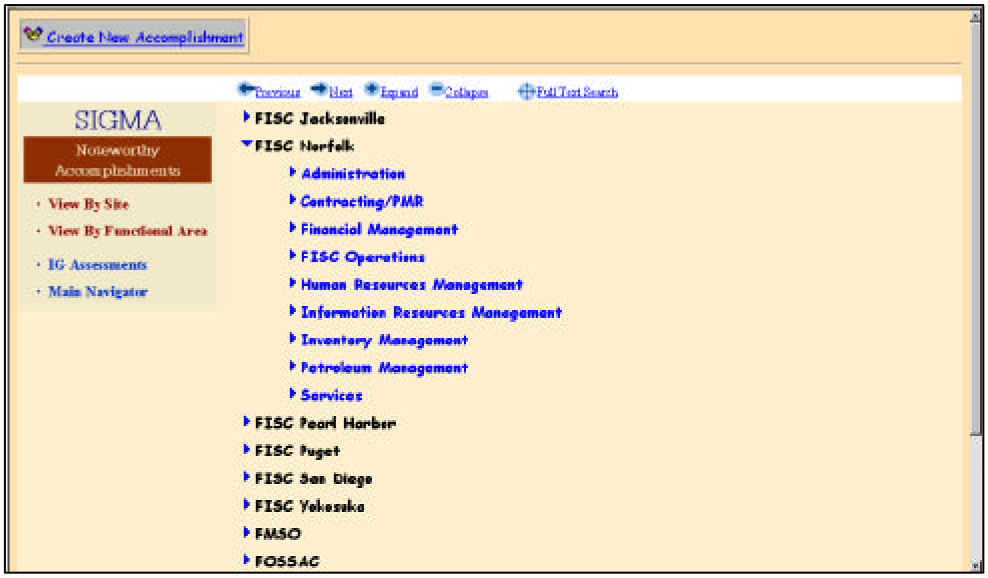


Figure 4-25 Noteworthy Accomplishments Navigator & View

To view a particular noteworthy accomplishment, click its' link in the view. After reviewing the Noteworthy Accomplishment, return to the list of accomplishments by selecting the **Back** button from the browser toolbar. Once the screen has transitioned back to the Noteworthy Accomplishments view, you may either proceed to the IG Assessments view or return to the Main Navigator by selecting the respective hotspot from the navigation panel.

Navigating to Management Initiatives

To navigate to the Management Initiatives navigator and view, select the **Management Initiatives** hotspot from the Main Navigator. The view will appear as shown in Figure 4-26.

Figure 4-26 Management Initiatives Navigator & View

To view a particular management initiative, click its' link in the view. After reviewing the management initiative, return to the navigator and view by pressing the **Back** button on your browser toolbar. Once the screen has transitioned back to the Management Initiatives view, you may either proceed to the IG Assessments view or return to the Main Navigator by clicking the respective hotspot from the navigation panel.

Disclaimer:
The SUP IG has not verified the Management Initiatives. Commands desiring more information about a particular management initiative should contact the point of contact (POC). The POC name and telephone number are listed at the very bottom of the management initiative document.

Chapter

5

MANAGER'S TOOLS

Chapter Applicability

This chapter describes the processes that can be used by the SIGMA Program manager or anyone given "editor" privileges to create or change documents in SIGMA. The functionality explained in this chapter will only be visible to a SIGMA user with "editor" privileges.

It is assumed that users of this chapter will be familiar with assessment report organization and SIGMA navigation.

Creating the Functional Area Index

The foundation of SIGMA is the categorization of assessment findings, recommendations to improve business practices, and noteworthy accomplishments by functional area. Functional areas provide the organization for an assessment report and aid in the compilation of metrics or trend analysis.

The SIGMA program manager establishes the functional areas and sub functional areas in the Functional Area Index..

To create a new functional area and/or add a new sub functional area select the **Functional Area Index** navigator on the SIGMA Main Navigator. In the **Functional Area Index** view (Figure 5-1) select **Create Index Entry**. A blank form will appear as shown in Figure 5-2. Fill-in the required information, then select **Submit**. Follow the instructions in the acknowledgement screen to return to the Functional Area Index view.

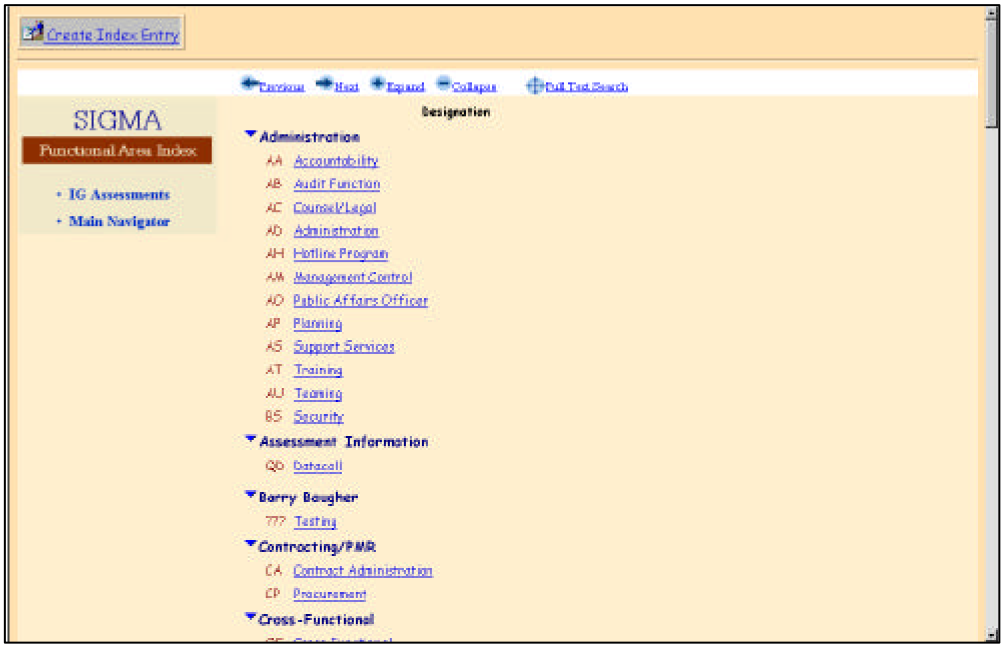


Figure 5-1 Functional Area Index Navigator & View

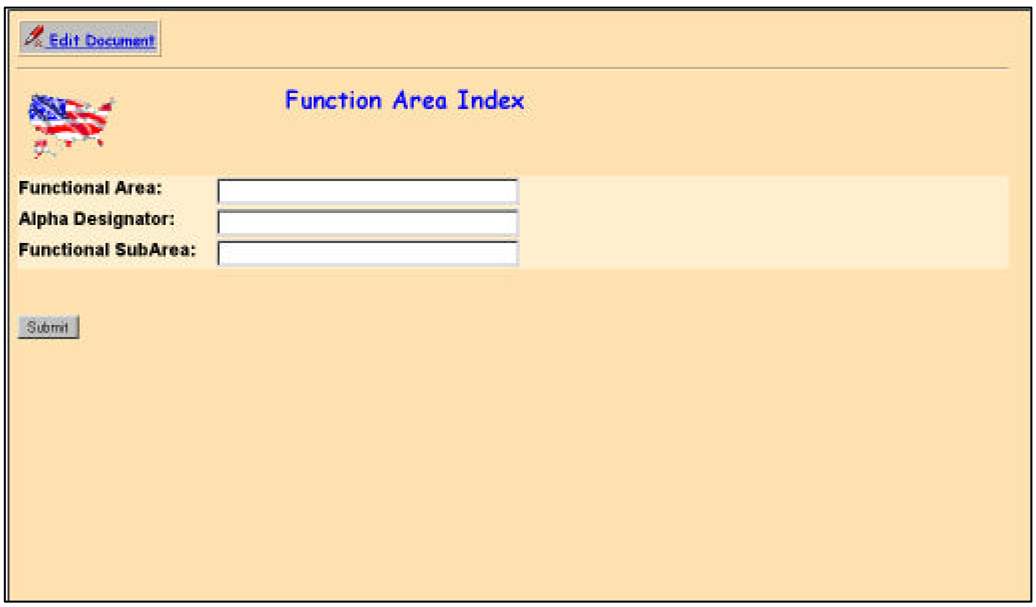


Figure 5-2 Create New Functional Area and Sub Functional Area Form

Maintaining The View/Update Contact List

SIGMA has automatic email generating triggers to notify field activities when the NAVSUP IG team creates new documents. For this feature to work properly the contact list for each activity needs to be kept current. The SIGMA Program Manager or others with "editor" access are the only people who can access a "contact list". To add a new contact or to perform maintenance on the existing list of contacts, first select **View/Update Contact List** in the main navigator. The result is shown in Figure 5-3.

Figure 5-3 Command Assessment Coordinator Mail Listing

To add or change a name and email address click on the appropriate command name. The ensuing form is shown in Figure 5-4.

Figure 5-4 Site Mailing-list Form

Next select the **Edit Document** button. The form will change to edit mode as shown in Figure 5-5. With the form in edit mode you can add a new name or you can change the email addresses for the command you initially selected.

Figure 5-5 Site Mail List Form Entry Screen

To add a new email address select the radio button next to the command name, then enter one or more email addresses in the “Mailing List” block. Use a comma between each email address. When you are finished select **Submit** and follow the on-screen instructions.

All automatic email triggers in SIGMA will send an email to the addresses on the command mailing list.

Maintaining The View/Update IG Coordinator List

SIGMA also has automatic email generating triggers to notify the SIGMA Program Manager when the assessed activities create new documents. To add or change the email address in this section select **View / Update IG Coordinator List** from the main navigator. The result is shown in Figure 5-6.

Figure 5-6 SIGMA 3.0 IG Coordinator Mail Listing

From this view click on the blue underlined name to get the next screen as shown in Figure 5-7. Select **Edit Document** and the screen in Figure 5-8 will appear.

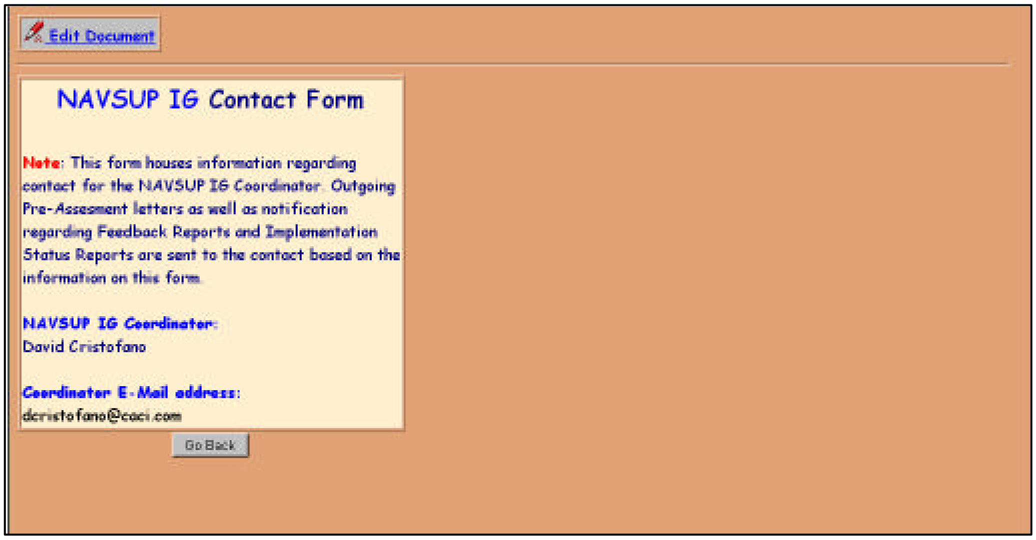


Figure 5-7 NAVSUP IG Contact Form

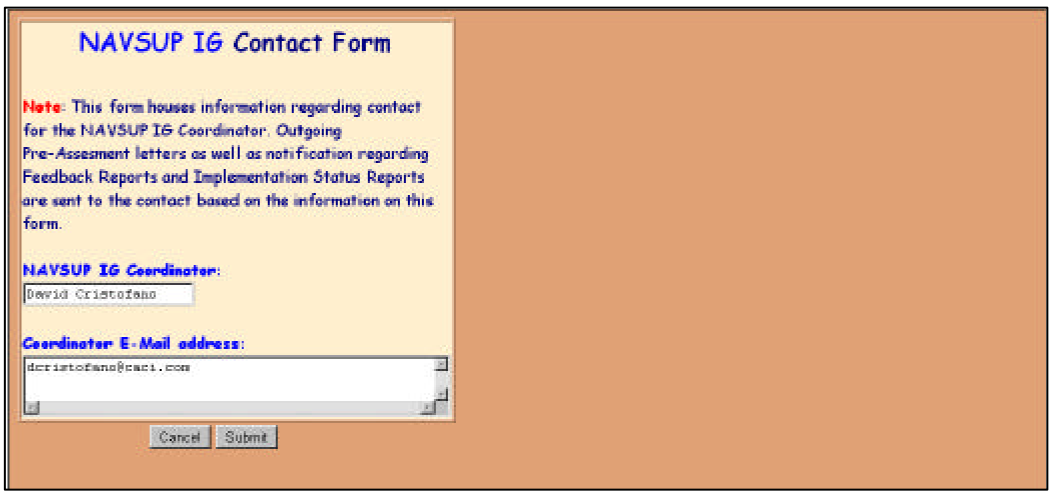


Figure 5-8 NAVSUP IG Contact Form in Edit Mode

Add or change the name in the NAVSUP IG Coordinator Block and insert the Coordinator's email address. When all information is complete, select **Submit** and follow the on-screen instructions.

Creating Pre-Assessment Letters

The pre-assessment letter is created from the **Assessment Checklists** view. To access the Assessment Checklists navigator and view, select the **Assessment Checklists** hotspot from the Main Navigator. The resulting view is shown at Figure 5-9.

Figure 5-9 Assessment Checklists Navigator & View

Select the **Create Pre-Assessment Letter** button at the top of the view. The pre-assessment letter form will appear as shown in Figure 5-10. Fill-in the name of the site that is addressee on the letter, the planned assessment date, and the text of the letter. The letter text may be keyed in directly, or pasted in from a word processing document. When all information is complete select **Submit**. This "submission" of the pre-assessment letter triggers the automatic creation of an email to the individual(s) the SIGMA program manager has input in the **View/Update Contact List** section.

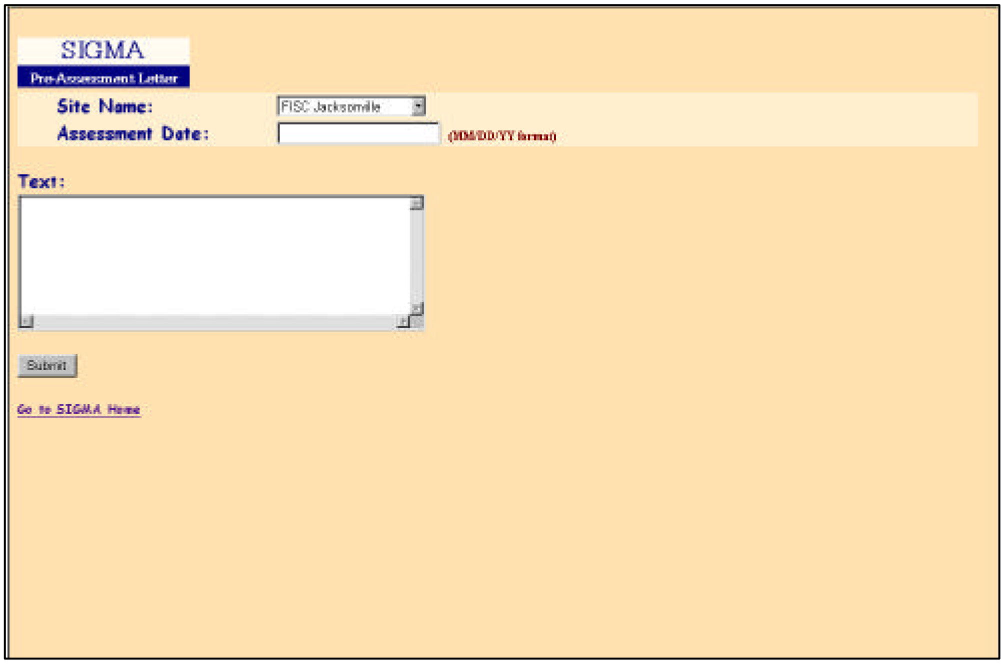


Figure 5-10 Pre-Assessment Letter Form

Viewing Pre-Assessment Letters

To view a pre-assessment letter select the **Pre-Assessment Letter** navigator in the Checklists view. (See the circled navigator in Figure 5-9.)

Creating New Checklists

Experience has shown that there is frequent need to create/delete/update the pre-assessment checklists. All changes to the checklists start by selecting **Create Checklist Item** from the Checklists view. (See Figure 5-9.) The new checklists screen will open as shown in Figure 5-11.

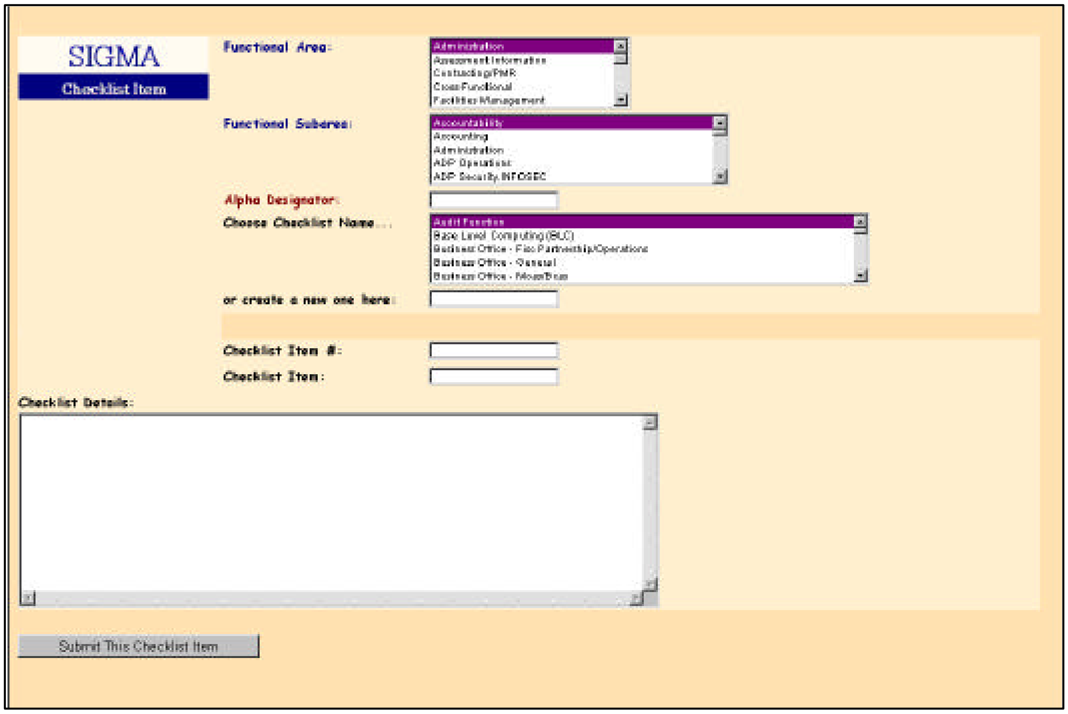


Figure 5-11 New Checklist Form

Using the menus provided, select the Functional Area, Functional Subarea, and Checklist Name. Also, you must assign an Alpha Designator, Checklist Item #, and Checklist Item title. In the Checklist Details block enter the checklist questions. You can key in the questions, or paste from a word processing document. When are have entered all of the required information select **Submit This Checklist Item**, and follow the on-screen instructions. The new checklist will appear in the logical section of the checklist view.

Changing a Checklist

To change an existing checklist, select the checklist from the checklist view. When the checklist opens, select **Edit Document.** The checklist is now in edit mode. Change any of the fields as necessary, then select **Submit This Checklist Item.** A checklist in edit mode is shown in Figure 5-12.

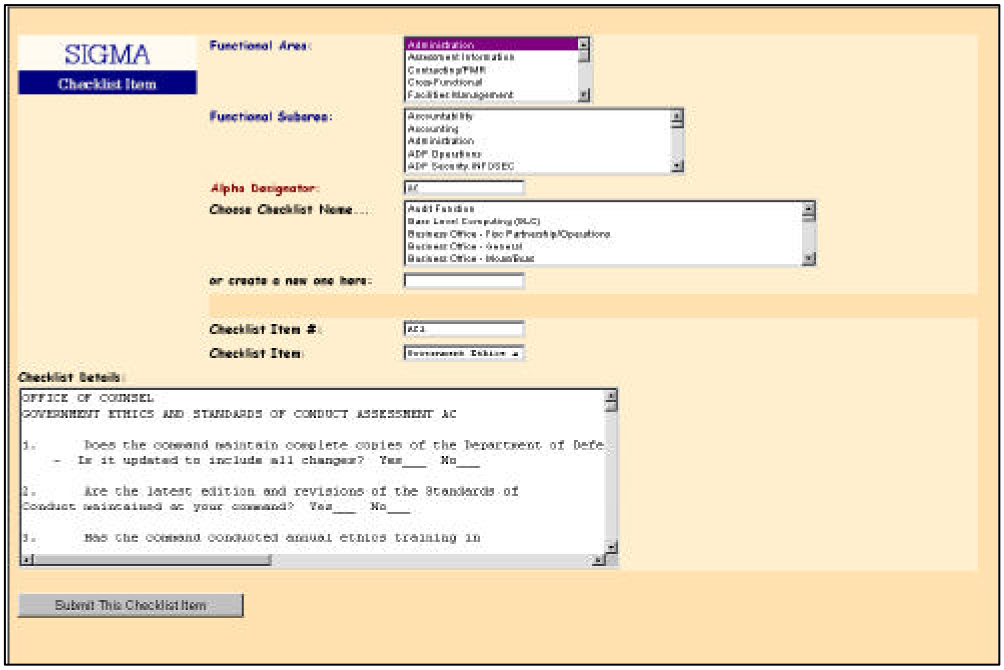


Figure 5-12 Checklist Edit Mode

Deleting a Checklist

You can not totally delete a checklist via the Internet. You can delete the checklist questions by accessing the checklist, selecting **Edit Document**, then selecting and deleting the "Checklist Details". The result will be a checklist questionnaire showing in the checklist view, but no questions will be found when the questionnaire is selected.

You can delete a checklist in the Lotus Notes version of SIGMA. If you do not have access to the Lotus Notes version, you must contact the SIGMA support contractor to have a checklist totally deleted.

Creating A New Assessment

To create a new assessment select **Create Inspection Form** from the **IG Assessments** view shown in Figure 5-13. The assessment cover letter form will appear as shown in Figure 5-14. This form is the "parent" for all of the assessment forms. It must be created first when loading a new assessment report in SIGMA. To complete the form select the site name from the menu, enter the assessment date, assessment team names, and the cover letter text. The cover letter text can be keyed in or pasted from a word processing document. When all required information has been entered select **Submit Report** and follow the on-screen instructions.

Figure 5-13 Assessments Main View

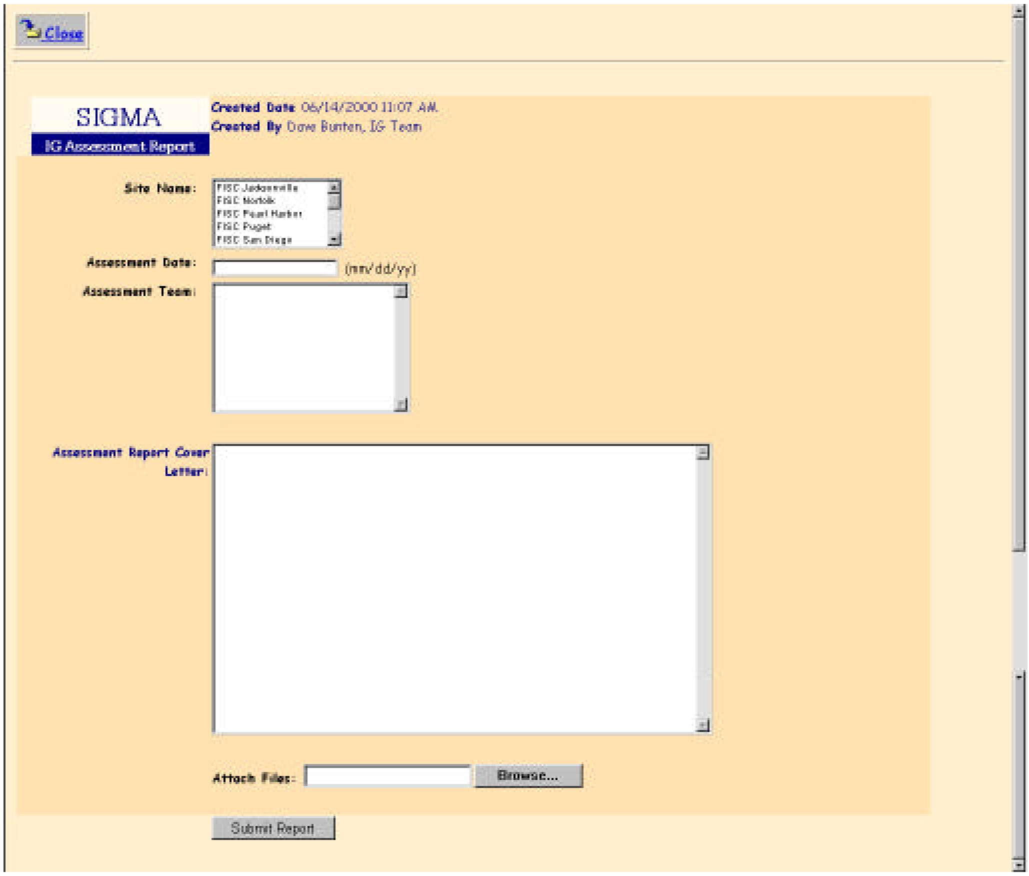


Figure 5-14 Assessment Cover Letter

When completed and saved the Assessment Cover Letter form will contain a new set of buttons at the top of the view for creating the remaining sections of the assessment report. (See Figure 5-15.) Selecting one of the buttons will open the form for creating that assessment section.

Figure 5-15 Completed Cover Letter & Section Create Buttons

Creating the Summary of Conditions

The first enclosure in an assessment report is the Summary of Conditions. To create this section, select **Create Summary of Conditions** from the assessment cover letter view. The Summary of Conditions form will appear as shown in Figure 5-16. Enter the Summary of Conditions information in the block provided, then select **Submit.** Return to the Assessment Cover letter to create the next section.

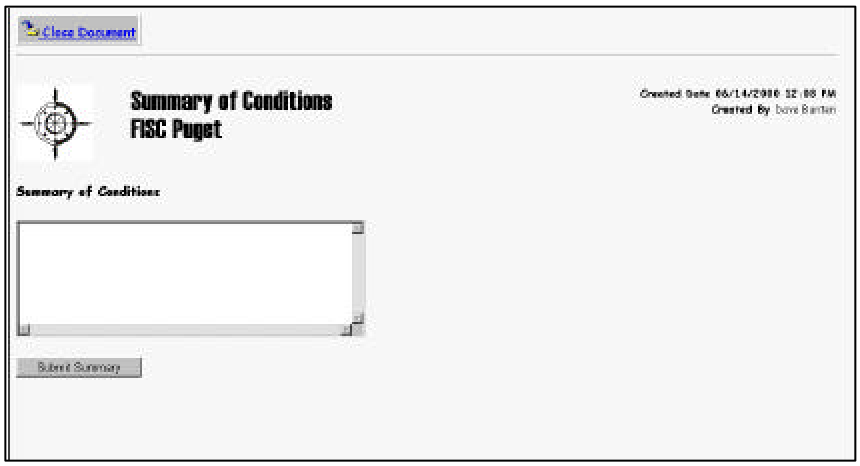


Figure 5-16 Summary of Conditions

Creating Major Findings

The findings and associated recommendations are input as parent/child documents. First you must create the Major Finding, then from the saved Major Finding screen you can create one or more associated recommendations. Historically Assessment Reports have been prepared using an MS Word template. Immediately following the Assessment they are then loaded in SIGMA via copy and paste.

To create a Major Finding select the **Create Major Finding** button in the Assessment Cover Letter view. The Major Finding form is shown as Figure 5-17. Complete the form by: entering the section number (i.e. the functional area code plus activity code), entering the title of the Major Finding, selecting the functional area from the menu, and keying or pasting the finding description. When all required information has been entered, select **Submit** and follow the on-screen instructions. You need to return to the finding you have just created in order the create a recommendation.

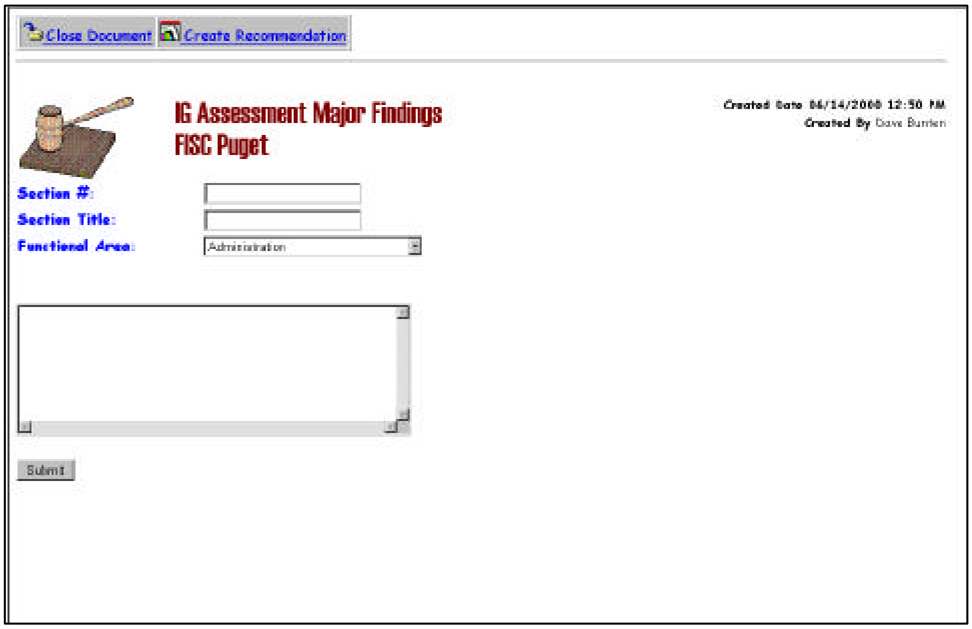


Figure 5-17 Major Finding Input Form

Creating a Recommendation for a Major Finding

From the Major Finding view select **Create Recommendation** to open the recommendation form as shown in Figure 5-18. Enter the section number, Section Title, select the functional area, and enter the recommendation description. When all required information has been entered select **Submit** and follow the on-screen instructions. To input additional recommendations for the same finding, return to the finding and follow the same steps.

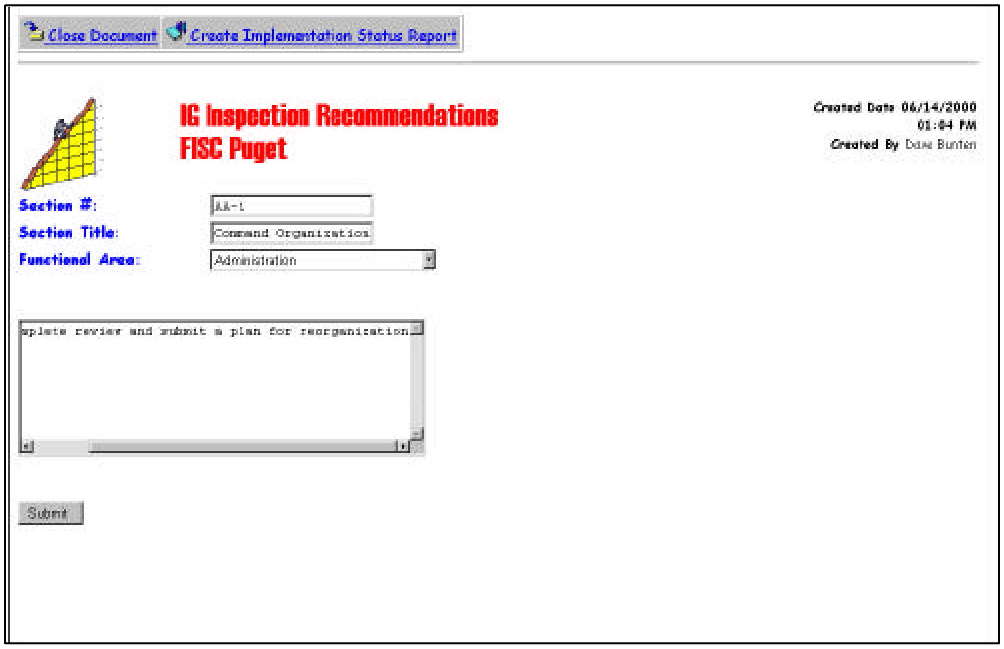


Figure 5-18 Recommendation on a Major Finding

Creating a Minor Finding

To create a Minor Finding select the **Create Minor Finding** button in the Assessment Cover Letter view. The Minor Finding form is shown as Figure 5-19. Complete the form by: entering the section number (i.e. the functional area code plus activity code), entering the title of the Major Finding, selecting the functional area from the menu, and keying or pasting the finding description. When all required information has been entered, select **Submit** and follow the on-screen instructions. You need to return to the finding you have just created in order the create a recommendation.

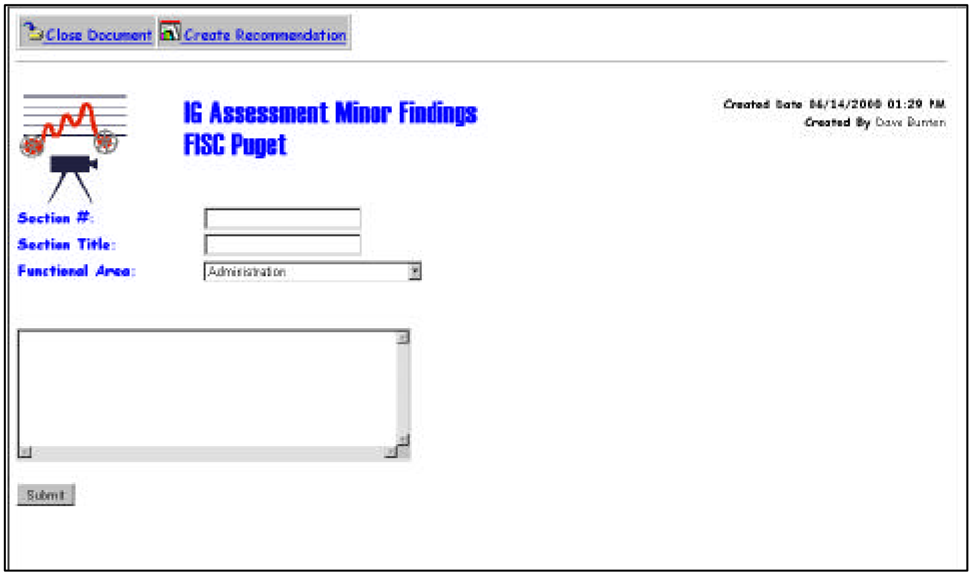


Figure 5-19 Minor Finding Form

Creating a Recommendation for a Minor Finding

From the Minor Finding view select **Create Recommendation** to open the recommendation form. Enter the section number, Section Title, select the functional area, and enter the recommendation description. When all required information has been entered select **Submit** and follow the on-screen instructions. To input additional recommendations for the same finding follow the same steps.

Creating Recommendations To Improve Business Practices

Since the Recommendations to Improve Business Practices doesn't require a plan of corrective action, the "finding" and associated "recommendation" are all loaded in a single view. Select **Create Recommendation** from the Assessment Cover Letter view. The information requirements are the same as for a Major or Minor Finding. There is one difference. In the large block enter both the "finding" and the associated "recommendation(s)". (See Figure 5-20.) When are required information has been entered, select **Submit** and follow the on-screen instructions.

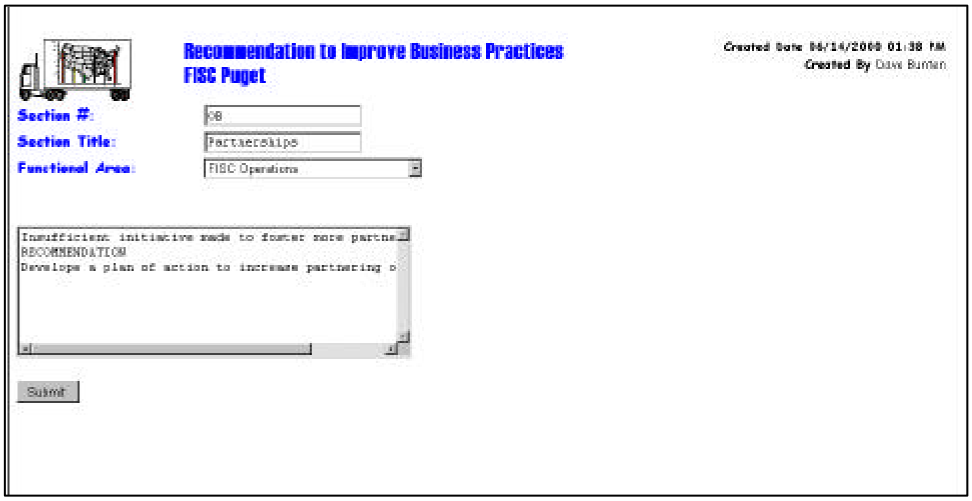


Figure 5-20 Recommendation to Improve Business Practices

Creating Noteworthy Accomplishments

If you are using the MS Word file prepared during the on-site assessment, then Noteworthy accomplishments can be located in the Summary of Conditions, sorted by functional area. A separate form is created for each Noteworthy Accomplishment as shown in the example in Figure 5-21. To create a new Noteworthy Accomplishment, select the **Noteworthy Accomplishments** navigator in the main view. From the Noteworthy Accomplishments view select **Create New Accomplishment** and you will get the form shown in Figure 5-22.

Figure 5-21 Noteworthy Accomplishments View

Complete the form by filling in the:

- *Accomplishment Summary* culled from the accomplishment description
- *Responsible Individual/Team* as shown in the assessment report
- *Responsible Command*, *Functional Area*, and *Functional Subarea* as per the menus provided
- *Full description* of the Noteworthy Accomplishment

When all required information has been entered, select **Submit**, then follow the on screen directions.

Figure 5-22 Noteworthy Accomplishments Entry Form

Sending the Notice of Completion

When the entire assessment report has been loaded, return to the cover letter screen (Figure 5-15) and select **Send Notification of Completion**. This action triggers an automatically produced email to the command personnel listed in the Contact List. The email explains that the Assessment has been loaded and directs the command to commence responding to the assessment recommendations.

Responding To Implementation Status Reports And Feedback Reports

Chapter 4 discussed creation of Implementation Status Reports for Major Finding Recommendations, and Feedback Reports for Minor Finding Recommendations. It also discussed the creation of "Response" forms for dialog regarding those reports. The Implementation Status Reports and Feedback Reprots also contain an IG Team Management area for signifying concurrenc/non-concurrence and completion/non-completion of remedial action on a recommendation.

Implementation Status Report (ISR) Management Action

To signify management action on an ISR, open the ISR and select **Edit Document**.

Scroll to the bottom of the form and select the appropriate choices as shown in Figure 5-23. Notice that the default is "Not Completed". When you have completed your selections click on **Submit This Report**. The "Completed" or "Not Completed" selection will be visible in the main Assessment Report view at the end of the ISR. This allows you and the activity to quickly find open reports, or determine how many reports have been judged completed. Completed reports will also show a check mark to the left of the item.

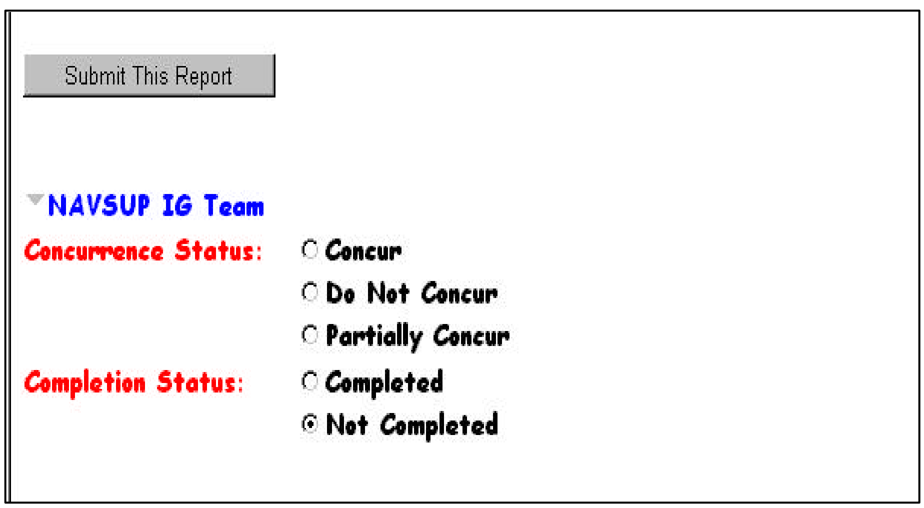


Figure 5-23 Implementation Status Reports Management Section

Feedback Report Management Action

To signify management action on a Feedback Report, open the Feedback Report and select **Edit Document**.

Scroll to the bottom of the form and select the appropriate choices as shown in Figure 5-24. Notice that the default is “Not Complete”. When you have completed your selections click on **Submit**. The “Complete” or “Not Complete” selection will be visible in the main Assessment Report view at the end of the Feedback Report. This allows you and the activity to quickly find open reports, or determine how many reports have been judged completed.

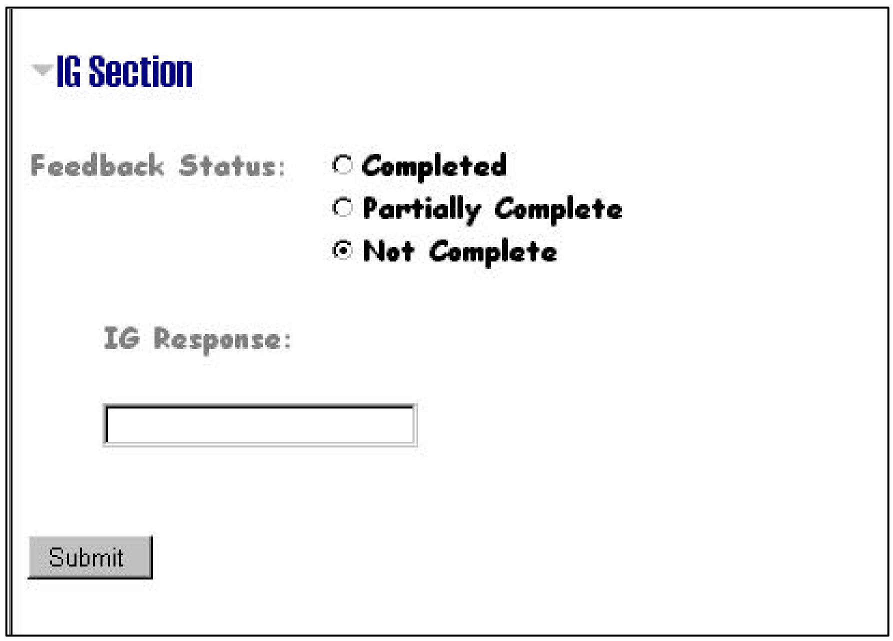


Figure 5-24 Feedback Report Management Section

Management Initiatives

Though not a part of the formal Assessment Report, Management Initiatives are posted in SIGMA to share Best Practices and cost savings achieved by NAVSUP activities. To create a Management Initiative select **Management Initiatives** from the Main Navigator. At the Management Initiatives view select **Create New Management Initiative** and the form will appear as shown in Figure 5-25.

Complete the required information in the form, then select **Submit**. To create additional Management Initiatives repeat the same process.

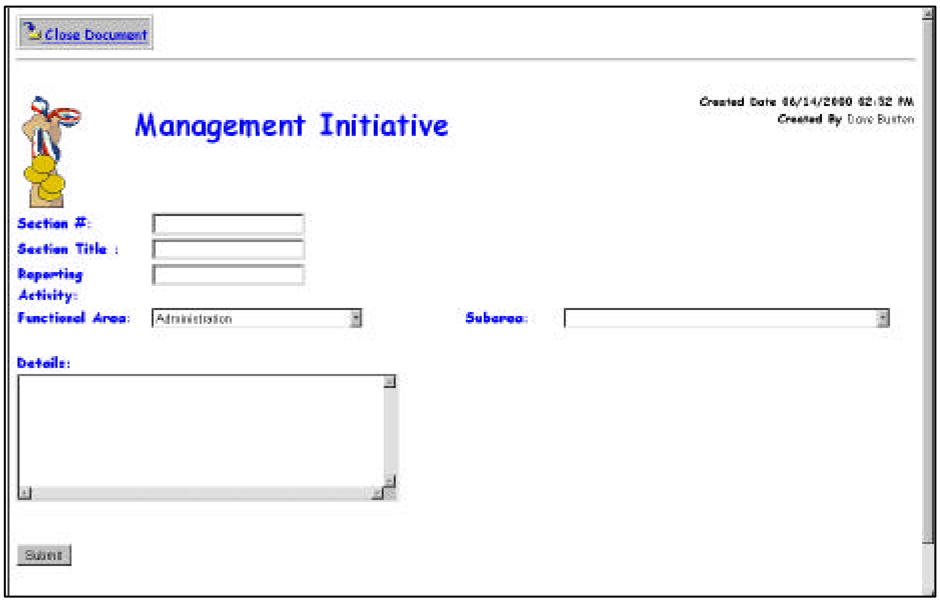


Figure 5-25 Management Initiative Form

Chapter

6

Other SIGMA Features

The Lotus Domino environment allows the user to perform various functions that will enhance the assessment process. These features include searching, attaching files, and SIGMA help.

Searching

SIGMA has a powerful feature that gives a distinct advantage to the user: the ability to search for items of interest with the online search engine.

Full Text Search

SIGMA contains a full text search engine that allows you to find instances of a subject/ word/phrase across the spectrum of information in the database. For example, locating a minor finding on a legal matter might be a daunting task involving searches through three or four major views. With the text engine search in SIGMA, however, it would take less than a minute. A full text search can be initiated from any one of the views by selecting the **Full Text Search** action button located at the top of the view as shown in Figure 6.1.

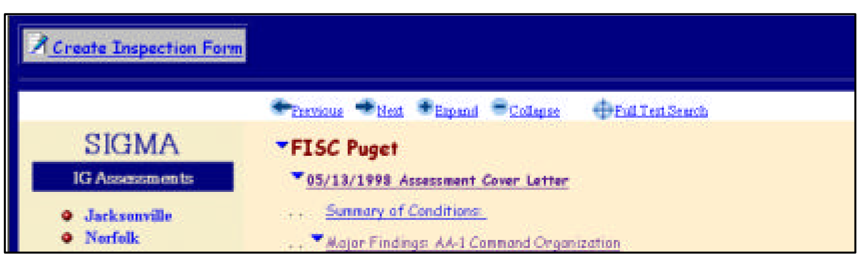


Figure 6.1 Initiating a Full Text Search

Pressing the **Search** button will navigate to the "Full Text Search" screen, shown in Figure 6.2. Select sort criteria and word options. Enter search criteria in the search field and select the **Search** button to initiate the search.

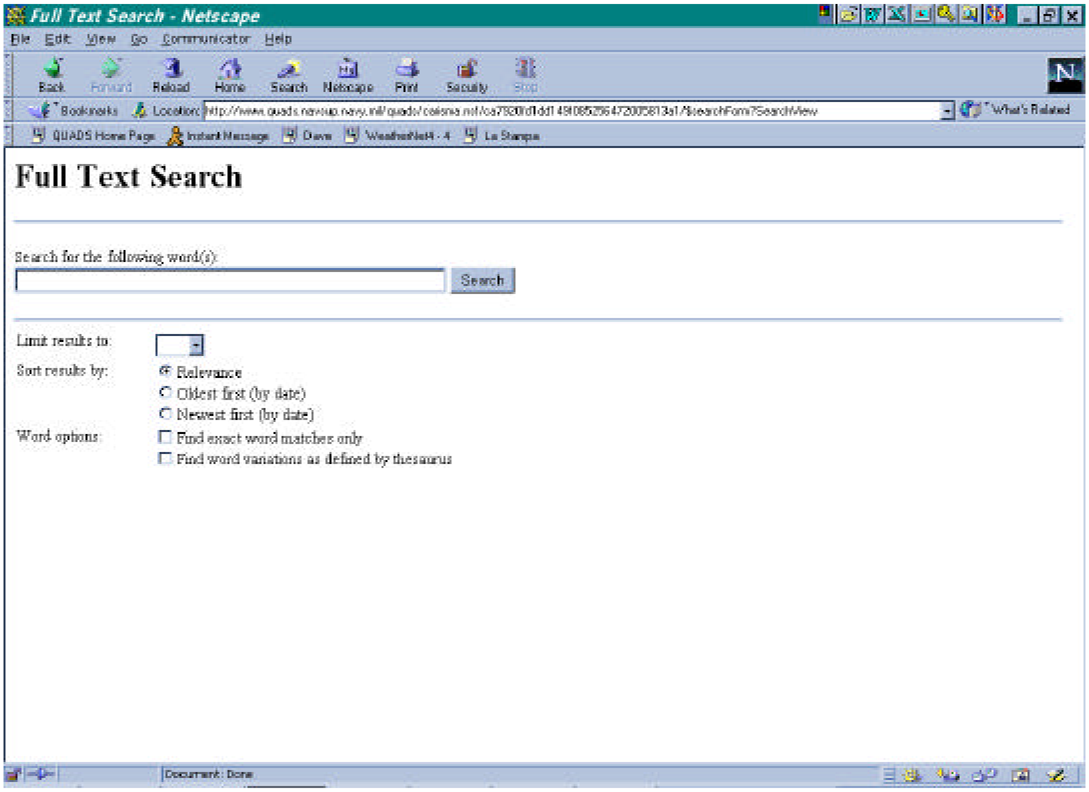


Figure 6.2 Full Text Search

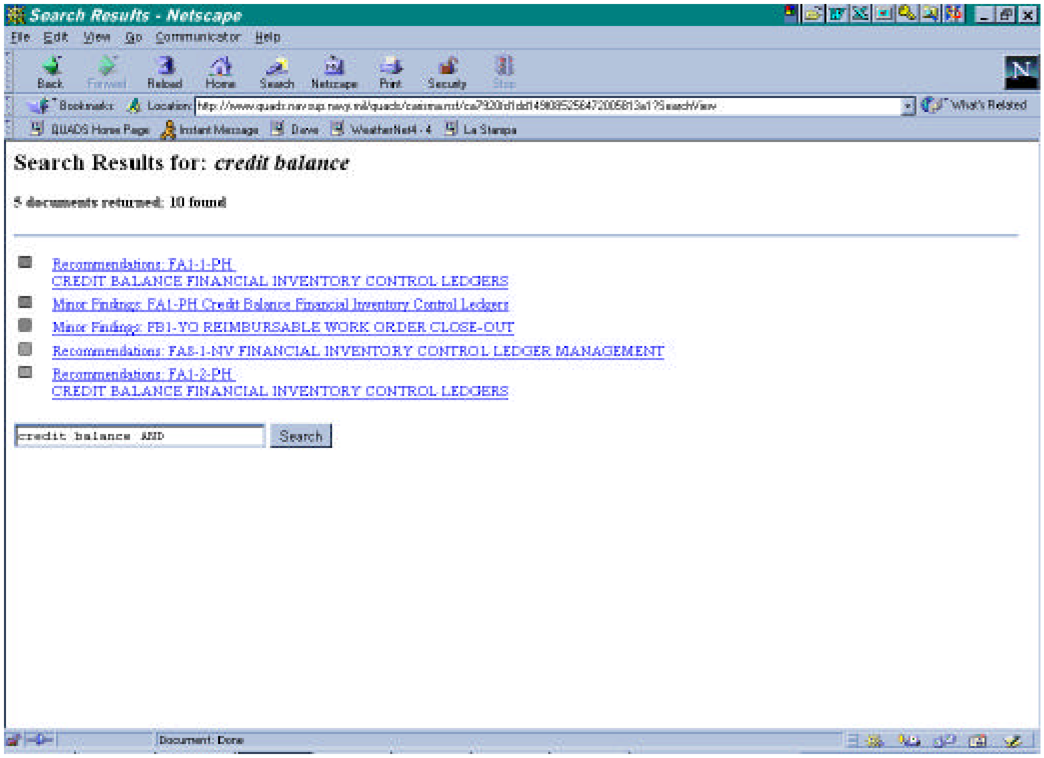


Figure 6.3 Search Results

Search results appear as shown in Figure 6.3 in the sort order that you specified. The shaded squares to the left of each search result indicate the number of occurrences of the search criteria in that document. The darker the shade of the square the more occurrences. To view any of the resulting documents, click on the link.

> Note:
>
> An error screen will appear whenever you enter search criteria that is too general. The error screen prompts you to refine your search.

Attaching Files

When creating an Implementation Status Report or a Feedback Report, you may wish to attach a file for clarificaiton purposes. Regardless of whether you are attaching the file to an Implementation Status Report or to a Feedback Report, the process is the same. Open the desired form and scroll to the bottom of the screen using the scroll bar on the far right of your desktop. Place the mouse cursor in the "File to Attach" field, as shown in Figure 6.4, and select the **Browse** button.

> **Note:**
>
> If you can not see the **Browse** button you may be using an older Internet browser that is not compatible with the current version of SIGMA.

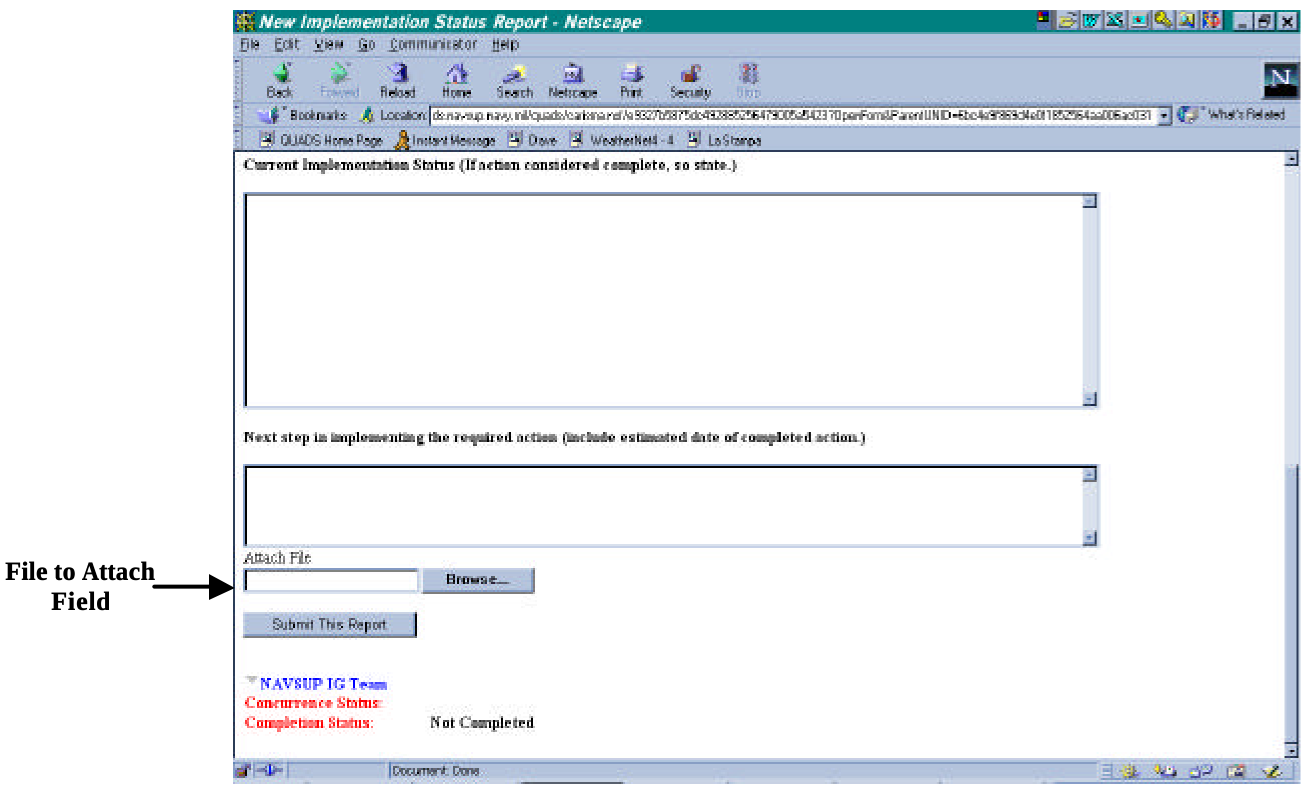


Figure 6.4 File to Attach Field and "Browse" Button

A dialog box, like the one depicted in Figure 6.5, will appear at the center of the screen. This box enables you to browse your hard drive to locate the file that you wish to attach. Once the desired file has been located, select the **Open** button. The selected file name will appear in the "File to Attach" field at the bottom of the report form. When finished, select the **Submit** button to save and submit the report. The screen will return a "Thank you" message indicating that the response, along with your attachment, has been successfully sent.

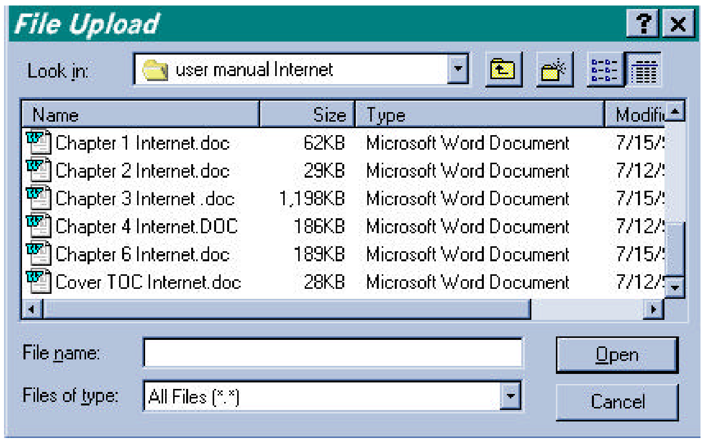


Figure 6.5 File Upload Box

Detaching Files

Some of the sections of the Command Assessment report may have attached source files. The attached file(s) will appear as an icon(s) at the bottom of the document section, as shown in Figure 6.6. Click on this icon to continue.

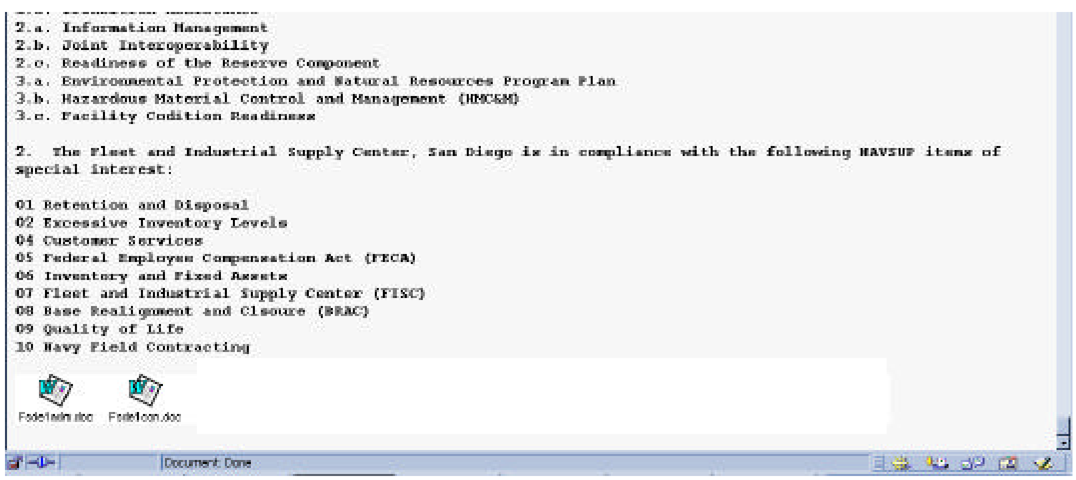


Figure 6.6 Section with File Attached

Note:

After selecting the icon, what happens next will depend on your individual browser preferences. Some browsers may be set up to automatically launch the attached file in the native text editor format (Microsoft Word or the like).

A dialog box such as Figure 6.7, may appear when attempting to detach a file giving you the opportunity to detach/save the file locally. Select the **Save it to disk** button. Another dialog box, like the one shown in Figure 6.8, appears allowing you to designate where to save the attached file on your hard drive. Select the desired location and click **Save** when finished.

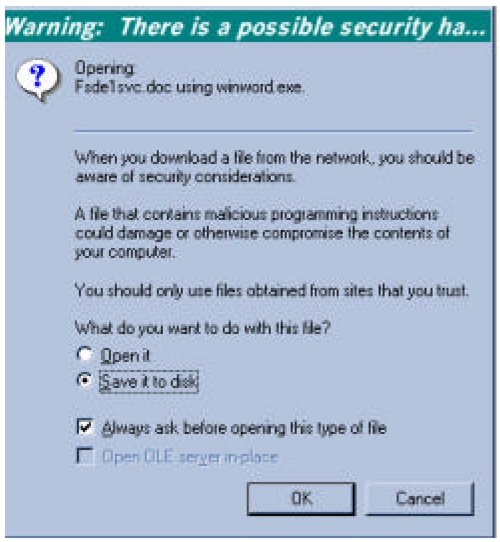


Figure 6.7 Netscape Dialog Box for Detaching File

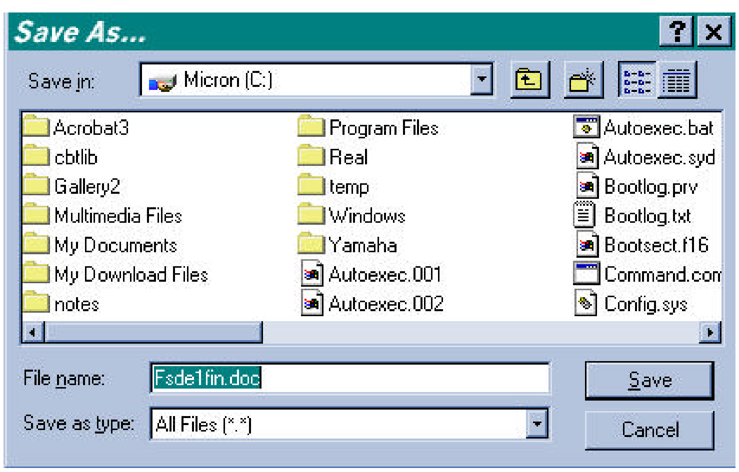


Figure 6.8 File Download Dialog Box

SIGMA Help

The SIGMA application provides an online help function. To access SIGMA Help, select the **SIGMA Help** hotspot from the upper left corner of the Main Navigator, shown in Figure 5.6. The screen will transition to the Help Navigator and associated hotspots as shown in Figure 6.9

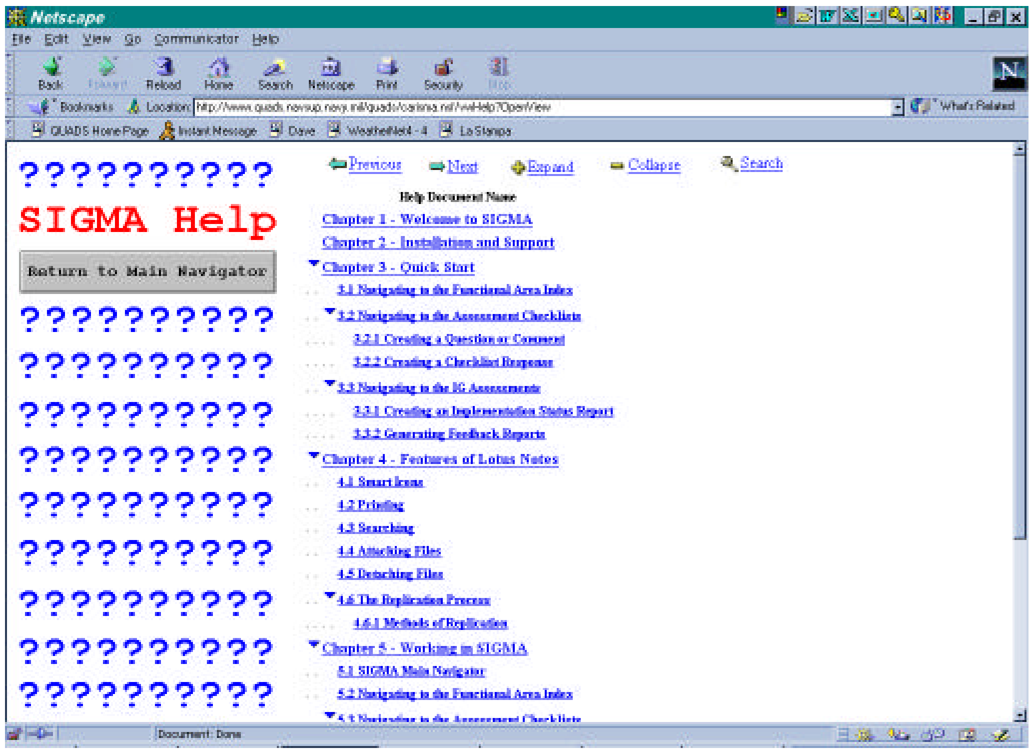


Figure 6.9 SIGMA Help Navigator

All of the topics covered in this user manual are available online to aid in the assessment process. (*To access one of these sections, click the respective hotspot from the Help navigation screen shown above*).

Program Guidance/Schedules

The Program Guidance/Schedules hotspot on the main navigator contains pertinent NAVSUP Guidance, Instructions and Notices that govern the assessment process. When in the Program Guidance/Schedules view as shown in Figure 6.10, click on the Guide/Instruction/Notice you wish to view. When finished select the **Back to Main** button to return to the Main Navigator.

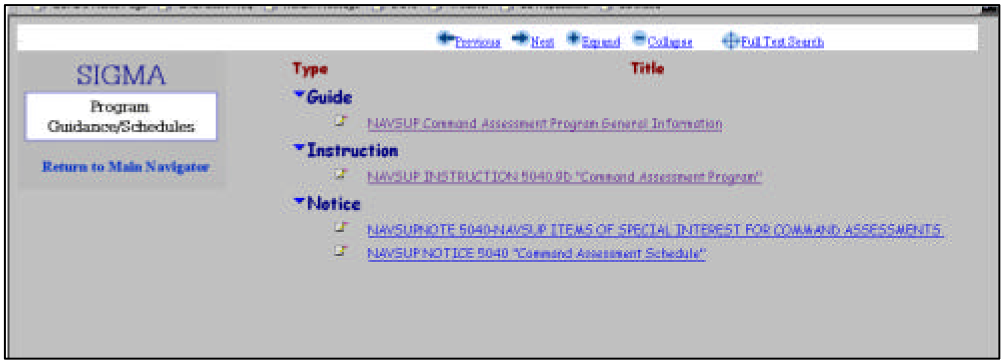


Figure 6.10 Program Guidance/Schedules

Appendix

A

Internet Basics

The World Wide Web

The Internet is a collection of computer networks that connect millions of computers across the globe. The World Wide Web (WWW) is a component of the Internet that consists of both client and server computers that manage a network of web pages. Client computers use browsers, such as Netscape Navigator or Microsoft Internet Explorer, to view these pages. Server computers use server software to maintain pages for clients to view. Through the use of the Lotus Notes Domino server, it is possible for PPMAP users to participate in the process interactively via the WWW.

Uniform Resource Locators

The WWW uses Uniform Resource Locators (URLs) to keep each page distinct in a world of multimedia pages. Each page has its own unique URL. To enter a URL, type the URL directly into the location text field. By entering a page's URL, the browser can bring you to the specified page. An example of a URL is: htttp://www.quads.navsup.navy.mil.

Links to Pages

A hyperlink, or simply "link," is a connection from one web page to another. You may find links by looking for words with color, underlining, or both. Images and buttons with colored borders also serve as links. To use a link, point the mouse cursor directly over the link and single click. This transfers page content from a server location to your location. There are two different types of links. An unfollowed link is a connection to a page that you have not yet viewed. By default, unfollowed links are blue. A followed link is a connection to a page that you have previously viewed. By default, followed links are violet.

Toolbars

Netscape Navigatior Toolbar

Users accessing the PPMAP database with the Netscape Navigator browser can use the Navigation toolbar. The Navigation toolbar consists of a set of buttons that, when pressed, will execute common file menu commands. An illustration of the Netscape Navigation toolbar appears at Figure A.1, followed by a description of the buttons that will prove useful throughout the assessment process.

Figure A-1 Netscape Navigation Toolbar

Back. Displays the previous web page visited.

Forward. After you have pressed the [**Back**] button, pressing the [**Forward**] button will bring the screen to the next sequential web page in the history list.

Reload. Reloads the current page with updated information from the server, reflecting any changes or additions that have been made since the last original loading.

Home. Displays the Homepage designated by the user; the default is the Netscape Homepage.

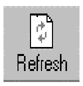
Print. Prints the current selection.

Bookmarks. Bookmarks are a convenient means of retrieving pages whose URLs you have specified. Generally, these are pages that you visit on a regular basis, such as the QUADS Homepage. To add a web page as a bookmark, pull down the **Bookmark** menu from the Navigation toolbar, and highlight [**Add Bookmark**]. This adds the current page to the bookmark menu. To access a bookmark, simply pull down the Bookmark menu, highlight the desired bookmark, and single click.

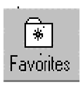
Microsoft Internet Explorer Browser

Internet Explorer users have access to the Explorer toolbar, depicted in Figure A.2. Many of the functions discussed above also apply to this browser. The key differences are discussed below.

Figure A-2 Microsoft Internet Explorer Toolbar



Refresh. Refreshes the current page with updated information from the central server.



Favorites. The **Favorites** Menu allows you to keep most-used web pages handy. Simply click [**Add to Favorites**] or depress the [**Favorites**] button to add the current web page.

Other Browsers

Similar features are available in other browsers. Generally, the [**Back**], [**Forward**], [**Home**], [**Reload**], and [**Print**] functions are provided by the browser software package. Contact your browser software company for details.

Printing

To print a document in SIGMA, click the [**Print**] button from the browser toolbar while viewing the desired document or view. When the dialog box appears, select the desired print range. Selecting the print range “All” tells the browser to print the entire selection, even if it is not visible in its entirety on the current screen. It may be necessary to scroll down to see how long the current selection is prior to printing. Click the [**OK**] button at the bottom of the dialog box to submit the print job.

The Process of Reloading

Internet users must periodically perform a process of reloading or refreshing their files. To do so, click the Reload or Refresh button located on the browser toolbar at the top of the screen. This process refreshes the currrent page with updated information from the server, reflecting any changes made since the last original loading. If there has been a change, the updated page is retrieved from the network server. This is especially important when you are submitting inputs via the Internet. You may need to Reload or Refresh your screen in order for the form you have submitted to appear. Otherwise you may not see your submission until the next time you open SIGMA.